

NOTICE

PREPARATORY TO AWARDED ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P15-A01-AIX-SCOM
Military Personnel Out-Processing (OUTPROC)
Software Center Operator Manual (SCOM)
10 December 1999

This updated manual--

- ? Replaces all previous versions of Software Center Operator Manual (SCOM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.
- ? Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".
- ? Provides information needed to use the system effectively.
- ? Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.
- ? Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Or users may use it as cover sheet to a marked up copy of the OUTPROC SCOM.
- ? Be advised that changes are subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to their menu numbers in *Figure 3.4-1, OUTPROC Hierarchy Diagram*.

TABLE OF CONTENTS

1	SCOPE	1-1
1.1	IDENTIFICATION	1-1
1.2	SYSTEM OVERVIEW	1-1
1.2.1	Management Reporting	1-1
1.2.2	Organizational and Personnel References	1-2
1.3	DOCUMENT OVERVIEW	1-2
1.3.1	Security	1-2
1.3.2	Security Guidelines for Using OUTPROC	1-3
1.3.2.1	Modifying or Viewing Data	1-3
1.3.2.2	Protecting Information Sources	1-3
1.3.3	Documentation Conventions	1-3
1.3.3.1	Notational Conventions	1-3
1.3.4	Procedural Conventions	1-3
2	REFERENCED DOCUMENTS	2-1
2.1	PROJECT REFERENCES	2-1
2.2	TERMS AND ABBREVIATIONS	2-1
3	SOFTWARE SUMMARY	3-1
3.1	SOFTWARE APPLICATION	3-1
3.2	SOFTWARE INVENTORY	3-1
3.2.1	Information Inventory	3-2
3.2.2	Resource Inventory	3-2
3.2.2.1	DBMS Files	3-2
3.2.2.2	Permanent Files	3-3
3.2.3	Report Inventory	3-4
3.2.4	Custom Reports	3-4
3.3	SOFTWARE ENVIRONMENT	3-5
3.3.1	Hardware Required	3-5
3.3.2	Software Required	3-5
3.3.2.1	Database/Data Bank Characteristics	3-6
3.3.3	Major Application Components	3-6
3.3.4	System Interfaces	3-9
3.4	SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION	3-9
3.4.1	Controls	3-13
3.5	CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION	3-13
3.5.1	Failure Contingencies	3-13
3.5.1.1	Backup	3-13
3.5.1.2	Fall Back	3-14
3.5.1.3	Degraded Modes of Operation	3-14
3.5.2	Restart/Recovery	3-15
3.6	SECURITY AND PRIVACY	3-15
3.6.1	Threat Types	3-15
3.6.2	Unauthorized Access	3-15
3.6.2.1	Fraud and Embezzlement	3-16
3.6.2.2	Other Threat	3-16
3.6.2.3	Service Interruption/Degradation	3-16
3.6.2.4	Human Errors of Commission and Omission	3-16
3.6.2.5	Privacy Violations	3-16
3.6.2.6	Sabotage	3-16

3.6.2.7	Industrial/Military Espionage.	3-16
3.7	ASSISTANCE AND PROBLEM REPORTING.	3-16
4	INSTALLATION SETUP.	4-1
4.1	PROCESSING OVERVIEW.	4-1
	COMMUNICATIONS OVERVIEW	4-1
4.3	SECURITY.	4-1
4.3.1	Physical Safeguards.	4-2
4.3.2	Database Access.	4-2
4.3.3	Installation-Specific applications Menu.	4-2
4.3.4	Beginning OUTPROC Processing.	4-2
5	DESCRIPTION OF RUNS.	5-1
5.1	RUN INVENTORY.	5-1
5.2	BACKUP AND RESTORE PROCEDURES.	5-2
5.3	DIAGNOSTIC PROCEDURES.	5-2
5.4	ERROR MESSAGES.	5-2
5.5	CUSTOMER ASSISTANCE MENU.	5-2
5.5.1	Telephonic.	5-2
5.5.2	Message.	5-3
5.5.3	Problem Report (PR).	5-3
5.5.3.1	Add/Change ECP/PR.	5-3
5.5.3.2	View ECP/PR.	5-3
5.5.3.3	Delete ECP/PR.	5-3
5.5.3.4	Submit ECP/PR.	5-3
5.5.3.5	ISM Data Sheet.	5-4
5.6	PROBLEM REPORTS/ECP-S SUBMISSION	5-4
5.6.1	Add/Change ECP/PR.	5-5
5.6.1.1	Control Inputs.	5-8
5.6.1.2	Management Information.	5-8
5.6.1.3	Input/Output Files.	5-8
5.6.1.4	Output Reports.	5-8
5.6.1.5	Reproduced Output Reports.	5-9
5.6.1.6	Restart/Recovery Procedures.	5-9
5.6.2	View ECP/PR.	5-9
5.6.3	Delete ECP/PR.	5-10
5.6.4	Submit ECP/PR.	5-12
5.7	OUTPROC INITIALIZATION/ADMINISTRATION MENU	5-13
5.7.1	Security Administration Menu	5-13
5.7.1.1	Add/Change OUTPROC User	5-14
5.7.1.2	Delete OUTPROC User.	5-15
5.7.1.3	Add Alternate Administrator	5-16
5.7.1.4	Delete Alternate Administrator	5-16
5.7.1.5	Grant Privilege to Add/Change Work Centers	5-16
5.7.1.6	Grant Privilege to Add/Delete Work Centers	5-17
5.7.1.7	Grant Privilege to Out-Process for Work Centers	5-17
5.7.2	Modify OUTPROC Data Menu	5-17
5.7.2.1	Exclude Units from Loss Reports.	5-18
5.7.2.2	Instructions for Clearance Record.	5-18
5.7.2.3	Add/Change Out-Processing Record Remarks.	5-19
5.7.2.4	Delete Out-Processing Record Remarks.	5-20
5.7.2.5	Add/Change Country Code	5-20

5.7.3	Setup Installation-Specific Menu	5-21
5.7.3.1	Add/Change menu Entries	5-21
5.7.3.2	Delete Menu Entries	5-22
5.7.4	Peripheral Administration Menu	5-22
5.7.4.1	Add/Change Application Printers	5-23
5.7.4.2	Delete Application Printers	5-24
5.7.5	Purge Records Menu	5-24
5.7.5.1	Purge Individual Records	5-24
5.7.5.2	Purge Roster Records	5-25
5.7.6	Transfer Records Menu	5-25
5.7.6.1	Transfer Roster Data.	5-26
5.7.6.2	Transfer Individual Data.	5-27
5.7.6.3	Add/Change Transfer List.	5-27
5.7.6.4	Delete ISM Transfer List.	5-27
5.7.7	Maintain Pre-Initialization Selection.	5-28
5.7.8	Ad Hoc Query Administration Menu	5-30
5.7.8.1	Select Elements to Show	5-31
5.7.8.2	Add/Change Element Comments	5-31
5.7.9	Status on Background and Timed Jobs	5-32
5.7.9.1	View Make UIC List Status	5-32
5.7.9.2	View Purge/Initialize Appointments Status	5-33
5.7.9.3	View Maintain Pre-Initialize List Status.	5-33
5.7.9.4	View Make SSN List Status	5-34
5.7.9.5	View Application Records Purge Status	5-34
5.8	INSTALLATION-SPECIFIC APPLICATIONS	5-35
6	TERMS AND ABBREVIATIONS	6-1
7	SAMPLE BACKUP SCRIPT	7-1

TABLE OF FIGURES

Figure 3.4-1. OUTPROC Hierarchy Diagram.....	3-10
Figure 4.3-1. Federal Warning Screen.....	4-2
Figure 5.1-1. Master Menu	5-2
Figure 5.5-1. Customer Assistance Menu	5-2
Figure 5.5-2. Telephonic	5-3
Figure 5.5-3. Problem Report	5-3
Figure 5.5-4. ISM Data Sheet.....	5-4
Figure 5.6-1. Problem Reports/ECP-S Submission Menu	5-5
Figure 5.6-2. ECP-S - DA Form 5005-R (Page 1 of 4)	5-5
Figure 5.6-3. View - ECP-S - DA Form 5005-R (Page 1 of 4).....	5-9
Figure 5.6-4. Delete - ECP-S - DA Form 5005-R (Page 1 of 4).....	5-11
Figure 5.6-5. Submit ECP/PR.....	5-12
Figure 5.7-1. OUTPROC Initialization/Administration Menu	5-13
Figure 5.7-2. Security Administration Menu.....	5-14
Figure 5.7-3. Add/Change OUTPROC User.....	5-14
Figure 5.7-4. Delete OUTPROC User	5-15
Figure 5.7-5. Add Alternate Administrator.....	5-16
Figure 5.7-6. Delete Alternate Administrator.....	5-16
Figure 5.7-7. Grant Privilege to Change Work Centers	5-16
Figure 5.7-8. Grant Privilege to Add/Delete Work Centers	5-17
Figure 5.7-9. Grant Privilege to Out-Process for Work Centers	5-17
Figure 5.7-10. Modify OUTPROC Data Menu	5-18
Figure 5.7-11. Exclude Units from Loss Reports.....	5-18
Figure 5.7-12. Instructions for Clearance Record.....	5-19
Figure 5.7-13. Add/Change Out-Processing Record Remarks	5-20
Figure 5.7-14. Delete Out-Processing Record Remarks.....	5-20
Figure 5.7-15. Add/Change Country Code.....	5-21
Figure 5.7-16. Setup Installation-Specific Applications Menu.....	5-21
Figure 5.7-17. Add/Change Menu Entries	5-21
Figure 5.7-18. Delete Menu Entries.....	5-22
Figure 5.7-19. Peripheral Administration Menu.....	5-22
Figure 5.7-20. Add/Change Application Printers.....	5-23
Figure 5.7-21. Delete Application Printers	5-24
Figure 5.7-22. Purge Records Menu	5-24
Figure 5.7-23. Purge Individual Records	5-25
Figure 5.7-24. Transfer Records Menu	5-26
Figure 5.7-25. Transfer Roster Data.....	5-26
Figure 5.7-26. Add/Change Transfer.....	5-27
Figure 5.7-27. Delete ISM Transfer List.....	5-28
Figure 5.7-28. Maintain Pre-Initialization Selection.....	5-28
Figure 5.7-29. Ad Hoc Query Administration Menu	5-31
Figure 5.7-30. Elements to Show	5-31
Figure 5.7-31. Add/Change Element Comments	5-32
Figure 5.7-32. Status on Background and Timed Jobs	5-32
Figure 5.7-33. View Make UIC List Status	5-33
Figure 5.7-34. View Purge/Initialize Appointments Status.....	5-33
Figure 5.7-35. View Maintain Pre-Initialize List Status	5-34
Figure 5.7-36. View Make SSN List Status	5-34
Figure 5.7-37. View Application Records Purge Status.....	5-35

Figure 5.8-1. Installation-Specific Applications Menu	5-35
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1 SCOPE

1.1 IDENTIFICATION.

The following is a full identification of the Military Personnel Out-Processing (OUTPROC):

- a. Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P15.
- b. System Identification Code (SIC) identifies the software tool methodology that the application is developed: A01.
- c. Title and Abbreviation: Military Personnel Out-Processing (OUTPROC)
- d. Previously fielded Release/Version Number: 08.04/08.00.
- e. Software Change Package (SCP) Release/Version number being developed/fielded: P19-A01-09-01.

1.2 SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively managing daily operations.

OUTPROC is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Database (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

- ? Application-specific support to meet the information needs of installation functional activities and tenant units;
- ? Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and
- ? Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

OUTPROC is an automated system used by authorized military personnel to collect and store information required for effective administration of out-processing management and out-processing scheduling.

1.2.1 Management Reporting

OUTPROC administration is divided into two primary areas: functional administration and system administration. The Functional Administrators (FA) will be at the installation and the System Administrators (SA) will be at the Army Network and Systems Operations Center (ANSOC).

The FA performs administrative functions, such as data management, user access control and control of electronic interfaces with other systems and is responsible for administration and security of OUTPROC

in an assigned area. This includes administration of password accounts according to the level of security and type of data required for access, and assistance in resolving any problems users may have gaining access to the system. The FA also executes the ISM Train and Trainer program at each installation.

The SA is responsible for managing the Installation Transition Processing (ITP) system. This includes UNIX and Oracle7 administration tasks such as performing Backups and data recovery, creating system accounts, and updating printcap files and user accounts on the host computer.

1.2.2 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

- a. ISM Functional Proponent. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (ODISC4).
- b. Application Sponsor. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).
- c. ISM/MISM FP. The ISM/MISM FP is the Assistant Chief of Staff for Installation Management (ACSIM).
- d. Assigned Responsible Agency (ARA). The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).
- e. Point of Contact.
Organization: U.S. Army Information Systems Software Center (USAISSC)
ATTN: AMSEL-IES, Stop H-6, 6000, 6th St., Suite S122A,
Ft. Belvoir, VA 22060-5576
Point of Contact: Joanne Pinheiro
Commercial Phone: (703) 806-4244
DSN: 365-4244

1.3 DOCUMENT OVERVIEW.

The purpose of this SCOM for OUTPROC ISM is to provide computer operation and administration personnel with an operational and administrative overview of the OUTPROC module, procedures for performing system administration tasks and supporting technical information.

1.3.1 Security.

OUTPROC does not store or process classified data. OUTPROC data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, "Information Systems Security (ISS)," 01 May 1996. This data is For Official Use Only (FOUO), and prohibits unauthorized disclosure.

- a. Authorization. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to OUTPROC.
- b. Disclosure. You must not disclose any personal information contained in OUTPROC except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using OUTPROC.

The following guidelines will help users to operate the system in accordance with applicable security provisions.

1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view OUTPROC data. The System Administrator (SA) administrates the system access using a combination of log-in name, password, and access permissions. Only individuals to whom log-in names and passwords were specifically assigned by the SA shall use them.

- a. Screens. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.
- b. Accuracy. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2 Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

- a. Documents. Prevent unauthorized individuals from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.
- b. Electronic Media. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3 Documentation Conventions.

1.3.3.1 Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions	
SYMBOL	MEANING
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
“message”	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
“text”	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4 Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number

followed by <Enter>. Figure 3.4.1 shows the hierarchy of all OUTPROC menu items. Use this hierarchy of menu item numbers to specify the *menu path*. The menu path for “Add/Change OUTPROC User” is as follows:

```
Master Menu
+ - - 7. OUTPROC Initialization/Administration Menu
|      + - - 1. Security Administration Menu
|      |      + - - 1. Add/Change OUTPROC User
```

Use Procedure 7,1,1 “(Add/Change OUTPROC User)” means to select each menu in order, starting from the “Master Menu”. Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2 REFERENCED DOCUMENTS

2.1 PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SCOM.

- a. U.S. Army Management Directorate Automated Information System (AIS) Manual 25-P15-A01-OSE-FD, "OUTPROC Functional Description (FD)", 30 November 1992, UNCLAS.
- b. U.S. Army, AISM 25-P15-A01-AIX-DBDD, "OUTPROC Database Design Description (DBDD) Manual", UNCLAS.
- c. U.S. Army, AISM 25-P15-A01-AIX-SUM, "OUTPROC Software User Manual (SUM)", UNCLAS.
- d. U.S. Army, AISM 25-P15-A01-AIX-SIP, "OUTPROC Software Installation Plan (SIP)", UNCLAS.
- e. Hardware Documentation.
 - (1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.
 - (2) IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.
 - (3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.
 - (4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.
- f. Software Documentation.
 - (1) MS-DOS User's Guide and Reference, Version 5.0/6.22.
 - (2) AIX Version 4.2 Quick Installation and Startup Guide.
 - (3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.
 - (4) AIX Version 4 Getting Started - Part No.GC23-2521.
 - (5) AIX Version 4.2 System User's Guide: Operating System and Devices.
 - (6) AIX Version 4.2 System Management Guide: Operating System and Devices.
 - (7) AIX Version 4.2 Network Installation Management Guide and Reference.
 - (8) AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.
 - (9) Oracle7TM for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.
 - (10) Oracle7TM SQL*Plus User's Guide and Reference, Version 3.1
 - (11) Oracle7TM Server SQL Language Reference Manual, Part Number 778-70-1292.
 - (12) A Technical Introduction to the Oracle Server in the "Oracle7 Server Concepts Manual".

2.2 TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes OUTPROC, including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

OUTPROC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) Operating System (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Tool kit with the Informix RDBMS in addition to the UNIX tool set. ETIP Designer is used to construct most of the separate programs (software units) that comprise OUTPROC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each of the other programs by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

OUTPROC is a multi-user, interactive, menu-driven database system used by authorized military personnel to collect and store information required for effective administration of Out-Processing scheduling.

This ISM shares timely and accurate information with the Installation Level Integrated Database (ILIDB) - a database of shared information common to other ISM. ILIDB-obtained information is verified and, if necessary, updated through OUTPROC. Information needed for OUTPROC, which is not part of ILIDB, is manually entered.

3.2 SOFTWARE INVENTORY.

The names, types, and descriptions of the OUTPROC programs (software units) are listed in Table 3.2.1 below. The type column consists of- S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Embedded Structured Query Language (ESQL) programs (without ETI) and C for C programs (without ESQL). See Figure 3.4-1, OUTPROC Hierarchy Diagram for an overall view of the ETIP programs.

Table 3.2.1. OUTPROC Software Units			
File Name	File Type	Run By	Description
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & outprc_prg
.strtusrISM	S	.setupISM	Set ISM environmental variables
SH_ckdest.sh	S	install_prg	
SH_dirname.sh	S	install_prg	
Stdprofile.sh	S	install_prg	
SH_lasagf.sh	S	install_prg	Alter SQL/GRANT/ALTER files
SH_lcheck.sh	S	install_prg	Check if user is logged in as Root
SH_lckinfo.sh	S	install_prg	Checks if correct password was entered.
SH_lead.sh	S	install_prg	Exports database backup
SH_lia.sh	S	install_prg	Function does main work of installing the ISM

Table 3.2.1. OUTPROC Software Units			
File Name	File Type	Run By	Description
SH_Ilad.sh	S	install_prg	Loads application database
SH_Irad.sh	S	install_prg	Installs variables
SH_Isiv.sh	S	install_prg	(Not used)
SH_Isrdv.sh	S	install_prg	(Not used)
SH_getdbs.sh	S	install_prg	Gets database spaces available
SH_st_user.sh	S	install_prg	Runs start user program
ST_USER	S	outproc_prg	Adds and deletes user from ISM
adhoc_prg	E	outprc_prg	Ad Hoc Query Main Menu
alter_locks	S	install_prg	Sets the database tables to lock mode row
ecps_prg	E	outprc_prg	Problem Reports/ECP-S Submission
findilidb.sh	S	install_prg	Gives ILIDB location
outprc_prg	E	.setupISM	Master Menu, Peacetime Menu
install_prg	E	ism_admin_prg	Setup ISM and Database

3.2.1 Information Inventory.

3.2.2 Resource Inventory.

Since the software units in the OUTPROC ISM consist of a single executable and many associated files (often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the OUTPROC ISM Maintenance Manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of OUTPROC ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the OUTPROC ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The OUTPROC database contains much of the information referenced, created and updated by the OUTPROC ISM. OUTPROC requires this in order to operate. The ILIDB contains information that is referenced by the OUTPROC ISM. OUTPROC cannot create or update information in the ILIDB database. If it is not available, processing can continue.

3.2.2.1 DBMS Files.

The database tables referenced or updated by OUTPROC are listed in Table 3.2.2 below in alphabetical order. The subject area database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. OUTPROC Database Tables			
Database	Table	Database	Table

Table 3.2.2. OUTPROC Database Tables			
Database	Table	Database	Table
outprc	adhoc_svdet	outprc	adhoc_svqry
outprc	adhoc_tbl	outprc	auth_tbl
outprc	country	outprc	ecps_tbl
outprc	enrosted	outprc	exclude_units
outprc	ind_rmks	outprc	outproc
outprc	max_id	outprc	menu_tbl
outprc	printer	outprc	printer-default
outprc	prison_tbl	outprc	remarks
outprc	rosters	outprc	roster_appt
outprc	security	outprc	sysmenuitems
outprc	sysmenus	outprc	wc_permissions

The tables in ILIDB that are referenced by OUTPROC are listed in Table 3.2.3 below. You can find details about these tables in the ILIDB Database Design Description (DBDD) Manual.

Table 3.2.3. ILIDB Database Tables			
Database	Table	Database	Table
ilidb	civilian	ilidb	cmd_cd_lookup
ilidb	cmsnd_occ_spec	ilidb	cmsnd_off
ilidb	co_aoc_lookup	ilidb	co_aoc_master
ilidb	enl_mos_lookup	ilidb	enl_mos_master
ilidb	enl_occ_spec	ilidb	enlisted
ilidb	ind_address	ilidb	ind_appt
ilidb	ind_assoc	ilidb	ind_assoc_addr
ilidb	ind_phone	ilidb	individual
ilidb	mil_pers	ilidb	mil_pers_asg
ilidb	mil_sfpa	ilidb	pers_test
ilidb	unit	ilidb	unit_auth_str
ilidb	unit_phone	ilidb	warr_off
ilidb	wo_mos_lookup	ilidb	wo_mos_master
ilidb	wo_occ_spec	ilidb	workentr_appt
ilidb	workentr_doc	ilidb	workentr_gen_inf
ilidb	workentr_quest	ilidb	workentr_skel

3.2.2.2 Permanent Files.

There are more than 1000 permanent files in the OUTPROC run-time module. The names and

locations of the permanent files referenced created, or updated by OUTPROC are included in the OUTPROC Software Product Specifications (SPS) Manual. They are not included here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the OUTPROC run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	TYPE/CONTENTS OF FILE
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable “shell” commands
sql	SQL statements

The files contained in the “outprc.exp” subdirectory are not needed at run time. They contain an export of the OUTPROC database that is used optionally to load the database during OUTPROC installation. The “outprc.sql” file contains an SQL script that may be read by the “dbimport” command.

3.2.3 Report Inventory.

All reports produced by OUTPROC are listed below with the name of the executable that produces the report and the OUTPROC menu path(s) from the “Master Menu” to the report. For example, the path 4,1,2,1 means that you obtain the report by selecting item 4 from the “Master Menu”, then select item 1; then 2; then 1 from the next three menus. Refer to Figure 3.4-1, OUTPROC Hierarchy Diagram, for an overall view of OUTPROC functions.

A complete listing of the reports created by OUTPROC is as follows:

<u>Report Title</u>	<u>Menu Path</u>
View/Print ETS/ESA Report	1.1.1
View/Print DLOS Report	1.1.2
View/Print ETS/ESA Past Due Report	1.1.3
View/Print DLOS Past Due Report	1.1.4
Print Installation Clearance Report	1.4.5
Consolidated Clearance Report	1.5.1
Hold Report	1.5.2
Out-Processing Personnel Report by Unit	1.5.3
Out-Processing Statistics Report	1.5.4
View/Print Roster	1.6.1.5
Work Center Roster Completion Report	1.6.5
Print Individual Completion Report	1.6.6
View/Print Appointment Schedule	1.7.2
View/Print Roster	1.7.5
Work Center Roster Clearance Report	1.7.7
View/Print Clearance Report	1.7.9

To obtain a report, select the report from the menu and enter the criteria specified. You can choose to view some reports on-screen as well as send them directly to a specified printer.

3.2.4 Custom Reports.

The ISM “Ad Hoc Query” utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the “outprc” database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this

manual for more information.

3.3 SOFTWARE ENVIRONMENT.

The OUTPROC ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific.

To successfully execute OUTPROC, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the OUTPROC application.

3.3.1 Hardware Required

Hardware configurations required to support OUTPROC include:

- a. Computer. IBM RISC 6000 System - Model 7012-300 series.
- b. Local Computer Workstation. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.
- c. Printers. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2 Software Required

The software required, to run, OUTPROC ISM includes:

- a. Operating System (OS). AIX OS Version 4.2 Installation Guide. The operating system supervises the work of the computer and provides software utilities.
- b. RDBMS. ANSI SQL-compliant Relational database management system (such as Oracle7TM for AIX-Based Systems). The database is a collection of data, information about indexes, and system catalogs that describe the structure of the database.
- c. ISM Application. This is the OUTPROC application software and is used in host mode.
- d. Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode, software utilities.
- e. Local Communication Software. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

3.3.2.1 Database/Data Bank Characteristics.

OUTPROC is designed using a RDBMS that will:

- a. Allow installation-unique tables and attributes.
- b. Provide integration with other portions of the installation, central data repository previously developed.
- c. Use data elements standardized IAW AR 25-9.

The data elements used for OUTPROC are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for OUTPROC are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Database Design Description (DBDD) Manual.

3.3.3 Major Application Components.

OUTPROC contains the following major components:

- a. Communication Paths and Techniques. The ITP structure, which consists of the following, supports ISM communications:
 - (1) Host computers located at Army Network and Systems Operations Center (ANSOC) sites.
 - (2) Communications hardware and software to support local and long-haul connectivity.
 - (3) User workstations located at Army installations.
 - (4) Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers at the ANSOC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided either by the Defense Commercial Telecommunications Network (DCTN) or by the Federal Telecommunications System (FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

OUTPROC communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the “VT100” emulation set and ISM host terminal type set to “VTPC-C” for color monitors and “VTPC-M” for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

Settings:

Terminal Type	: VT100
Duplex	: FULL
Line Wrap	: OFF
Scroll	: ON

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an “*”.

Port	: COM1*
Baud rate	: 2400*
Parity	: SPACE*
Data Bits	: 7
Stop Bits	: 1

The TERM variable on the ISM host should be set to “VTPC-C” or “VTPC-M” for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for “thinnet” (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings.

The software required for the AT is:

DOS 5.0/6.0	Operating System
SMC/pkt8000.com	packet driver
TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below
telnet.bat	described below
config.tel	configuration file
vtpc-c.tbl	keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right,

0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with “*” should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a ‘#’ is commentary. See the NCSA documentation for details.

```

myname=myname          # PC's LAN name; unique to LAN
myip=192.108.181.200    # PC IP address; unique to LAN

name=default
keymap="VTPC-C.tbl"     # sets default keymap

name=ISMHOST            # ISM host's LAN name
hostip=192.108.181.72   # ISM host's IP address

```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument.

State-of-the-art, digital cellular communication is used where data links are critical.

- c. Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.
- d. Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.
- e. Better Utilization of Staff. Automation of data-collection and report-generating functions reduce the administrative burdens. In some instances, manual tasks are eliminated entirely.
- f. Timeliness. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.
- g. Management Oversight. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as

well as standard, user-defined reports.

- h. Graphics. Graphics summarize statistical data (for example, pie and bar charts).

3.3.4 System Interfaces.

OUTPROC refers to data stored in the ILIDB, which contains a subset of data from the Standard Installation/Division Personnel System (SIDPERS) database. Data contained in the ILIDB is reconciled with data from both SIDPERS and the Subject Area Database (SADB) periodically.

OUTPROC application will directly interface with STAMIS, ISM, and other stovepipe systems such as SIDPERS and the ILIDB. These interfaces may be done as direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media data transfers may be used.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The OUTPROC will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in case of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits “upload/download” of data from STAMIS to the shared data file and to OUTPROC data tables. Use of any existing network gateway may be considered until hardware and software supporting an open system environment (OSE) is installed.

3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

OUTPROC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the oracle DBMS and the UNIX tool set.

ETIP Designer is used to construct most of the separate programs (software units) that comprise OUTPROC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. OUTPROC is written in C. Refer to Section 3.2, Software Inventory, for details.

The OUTPROC programs communicate by shared access to the “outprc” database. The database tables accessible by OUTPROC are listed in Section 3.2.2.1. OUTPROC also references various tables in the ILIDB. The OUTPROC Database Design Specification (DBDD) manual (AISM 25-P15-A01-AIX-DBDD) contains more details about the database. Figure 3.4-1 is a directory of the menus and screens available to the OUTPROC user.

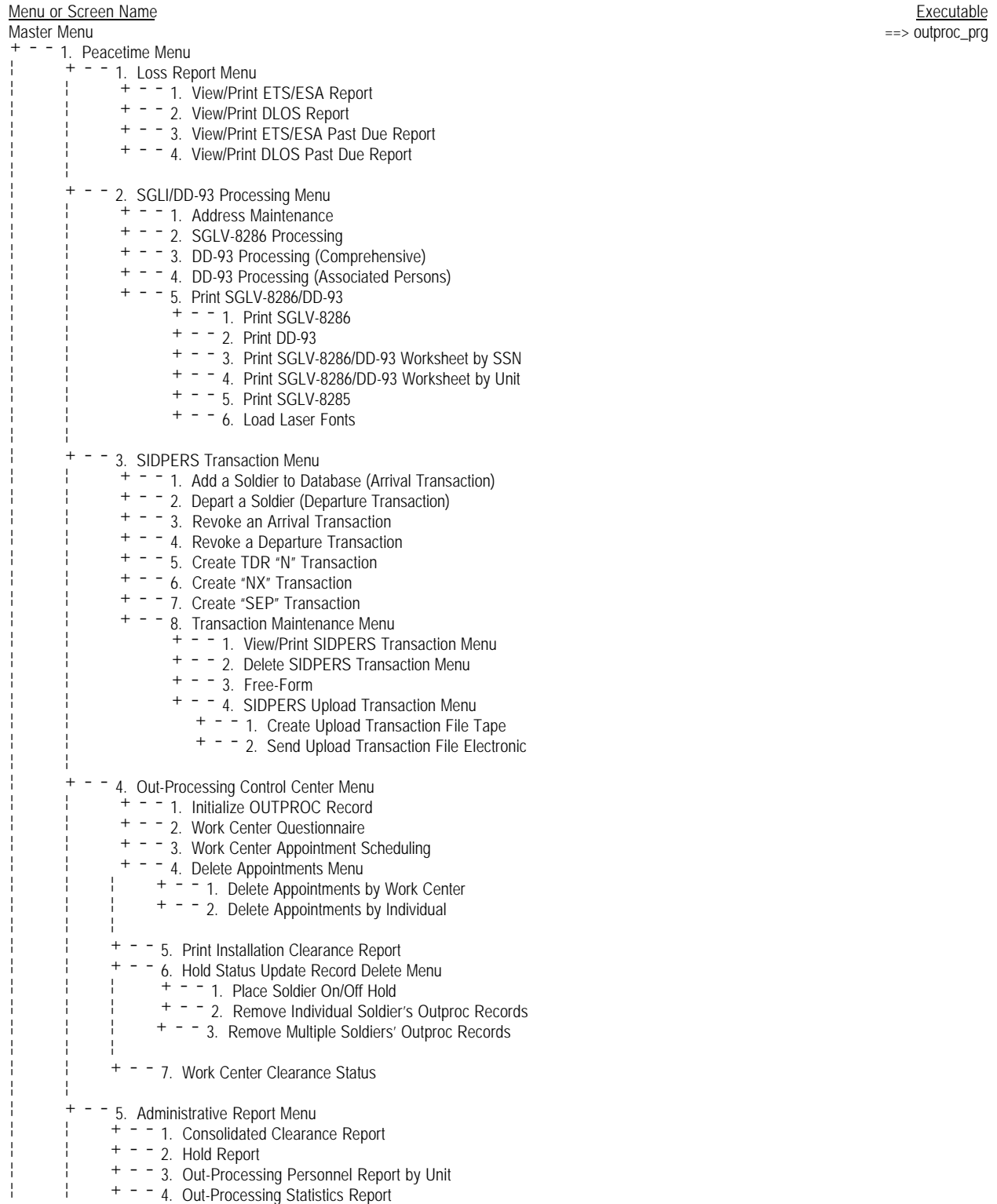
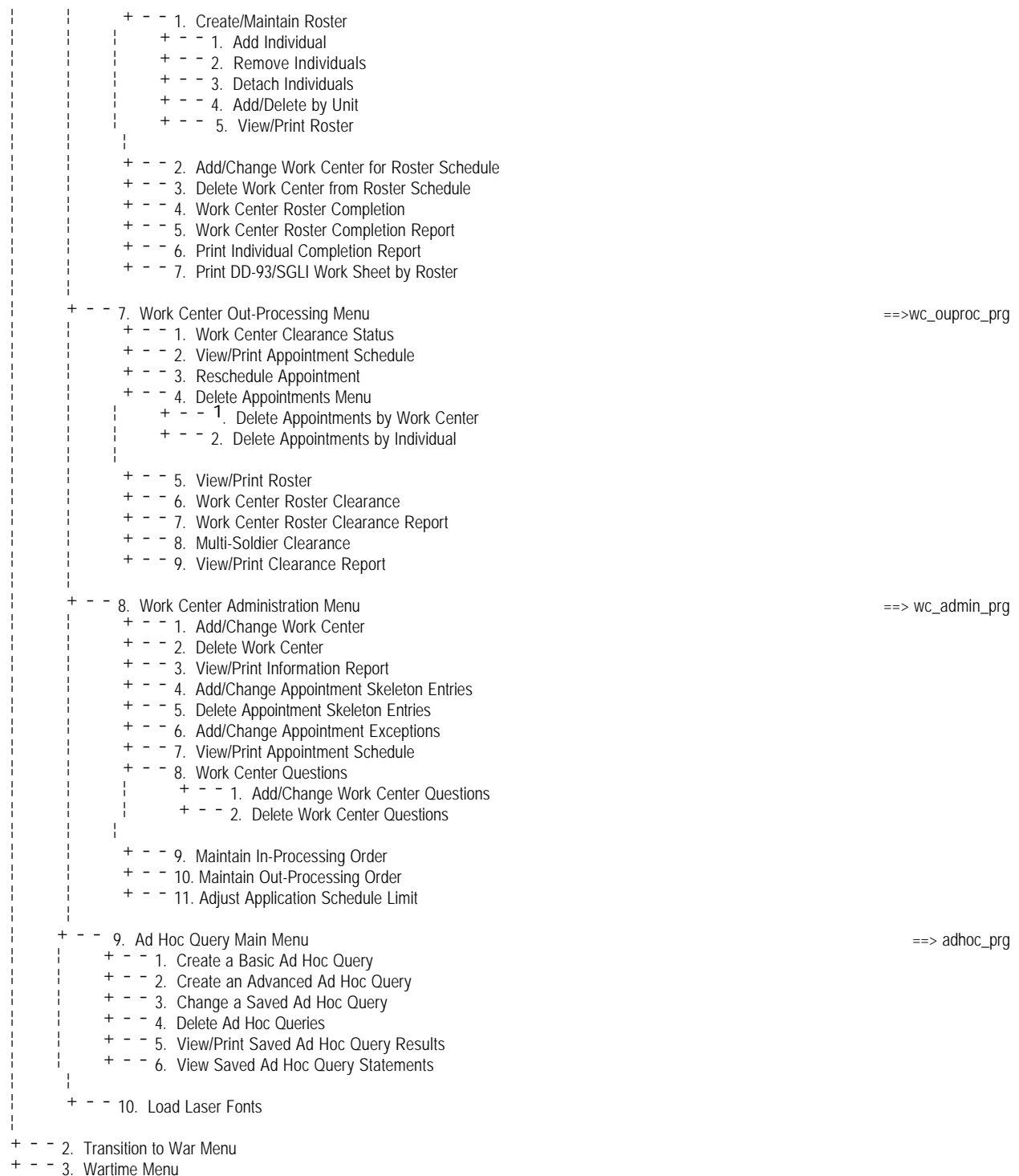


Figure 3.4-1. OUTPROC Hierarchy Diagram

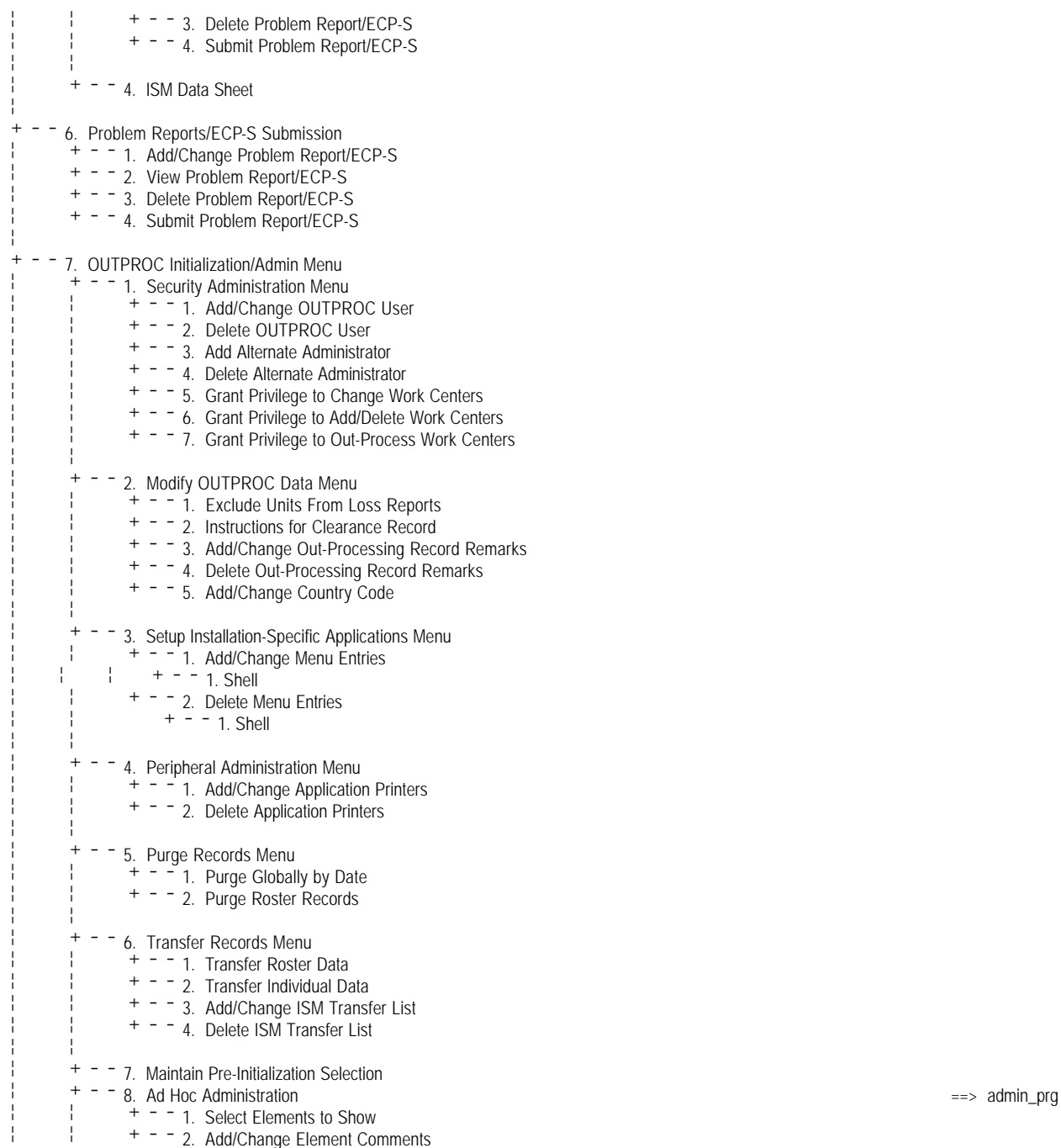
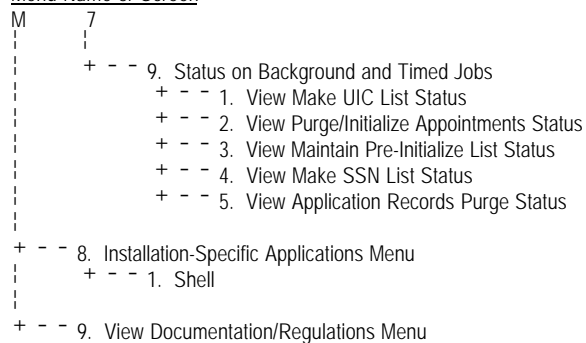
<u>Menu Name or Screen</u>	
M	1
	+ - - 6. Unit Sets Out-Processing Menu

Figure 3.4-1. OUTPROC Hierarchy Diagram – *Continued*Menu Name or Screen

- ```

M
+ - - 4. Demobilization Menu
+ - - 5. Customer Assistance Menu
+ - - 1. Telephonic
+ - - 2. Message
+ - - 3. Problem Report
+ - - 1. Add/Change Problem Report/ECP-S
+ - - 2. View Problem Report/ECP-S

```

Figure 3.4-1. OUTPROC Hierarchy Diagram – *Continued*Menu Name or Screen



- + - - 1. \*View Governing Regulations (Primary)
- + - - 2. \*View End User Manual (EM)
- + - - 3. \*View Implementation Procedures (IP)
- + - - 4. \*View Maintenance Manual (MM)
- + - - 5. \*View ISMIS
- + - - 6. \*View Configuration Control Manual (CCM)
- + - - 7. \*View Functional Description (FD)

Figure 3.4-1. OUTPROC Hierarchy Diagram – *Continued*

### 3.4.1 Controls.

Through the “OUTPROC Initialization/Administration Menu” the OUTPROC Administrator controls which user LOGIN ID’s have access to the specific OUTPROC functions. The installation Directorate of Information Management (DOIM) and installation level SAFP for OUTPROC have established ISM controls to ensure the proper use of the ISM in support of the overall mission. The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

### 3.5 CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

**CAUTION:** In case of system failures, or “crashes”, and other abnormal shutdowns of the Installation computer or workstation, contact the SA or DOIM before continuing operation.

#### 3.5.1 Failure Contingencies.

OUTPROC requires three types of failure contingency safeguards in case of user error or hardware/software failure:

- ? Back up
- ? Fall back
- ? Degraded modes of operation

##### 3.5.1.1 Backup.

Backups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

- a. Program Backup. Use this backup to restore the latest version of the ISM application software and is separate from the database.
- b. Data Backup. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:
  - (1) Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.
  - (2) Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will

be permanently lost.

- (3) Database Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely destroyed.
- c. Electrical Power Backup. In case power to the computer is suddenly lost, an Uninterruptible Power System (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are those necessary to ensure continued achievement of system functions. There are two primary types of system backup:

- a. Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save ongoing work from loss in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and it can be queried on whether or not the system should restore the files.
- b. Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

### 3.5.1.2 Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

- a. Installation failures. Two primary fall back techniques exist:
  - (1) Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.
  - (2) Manual Operations. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.
- b. ANSOC Failures. In case the ANSOC system fails, you should contact the installation SA or DOIM for instructions.

### 3.5.1.3 Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

|                                                 |
|-------------------------------------------------|
| <b>Table 3.5.1. Degraded Modes of Operation</b> |
|-------------------------------------------------|

| Priority | Operation                                                       |
|----------|-----------------------------------------------------------------|
| (1)      | Interactive input of data                                       |
| (2)      | Standard report generation                                      |
| (3)      | Loading input data from other sources (e.g., ASMIS)             |
| (4)      | Transmitting data to other organizations (e.g., Staff Agencies) |
| (5)      | Ad hoc queries of the database                                  |

### 3.5.2 Restart/Recovery.

- a. General. The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the database is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.
- b. Policy. RDBMS transaction logging is automatic and has the default “checkpoint interval” of 20 minutes, which can be changed by the Database Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. DMC personnel will perform backups of applications, the ILIDB, and subject area databases.
- c. Data Recovery. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

## 3.6 SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data and For Official Use Only (FOUO) information.

All data, which is subject to the Privacy Act, pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Personnel Locator application data tables will contain information that must be safeguarded against unauthorized access. Only users with a valid login ID and PASSWORD may access the OUTPROC ISM. OUTPROC SA must grant privileges to a user to access the various options of the ISM.

### 3.6.1 Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into consideration in the development of safeguards.

### 3.6.2 Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system who is not authorized to either use the system or has a “need to know.” The system provides safeguards against these types

of “hackers” or “idle curiosity seekers.”

#### **3.6.2.1 Fraud and Embezzlement.**

This type of threat concerns an individual authorized system access attempting to falsify requisition records for purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

#### **3.6.2.2 Other Threat.**

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

#### **3.6.2.3 Service Interruption/Degradation.**

This type threat is normally related to scheduled or unscheduled availability of the system to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

#### **3.6.2.4 Human Errors of Commission and Omission.**

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

#### **3.6.2.5 Privacy Violations.**

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

#### **3.6.2.6 Sabotage.**

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

#### **3.6.2.7 Industrial/Military Espionage.**

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

### **WARNING**

IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT SPECIFIC AUTHORIZATION.

### **3.7 ASSISTANCE AND PROBLEM REPORTING.**

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P15-A01-AIX-CCM. Use DA Form 5005-R, “Engineering Change Proposal-Software (ECP-S)” to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN:- 879-

6798/6858 or on commercial line 1-800-305-3036.

## 4 INSTALLATION SETUP

### 4.1 PROCESSING OVERVIEW.

After logging in, users access OUTPROC via statements in their shell profiles - the file “.profile”. The command file “.setupISM”, (in the user’s home directory), is activated from this shell profile, which controls how OUTPROC will be executed from that point on. After environment variables are set, the OUTPROC main program “outprc\_prg” is executed in the OUTPROC home directory. When a menu selection is made that activates another program, the current program is suspended and the other program begins. After each program is terminated, (by pressing <F6>), the suspended program resumes. After the final program terminates, the exit statement in the user’s shell is executed and the user is logged out. Any number of users can access OUTPROC simultaneously, subject to limitations of the host system’s resources, including the RDBMS. For details on installing OUTPROC, refer to the OUTPROC Software Installation Plan (SIP) manual.

### 4.2 COMMUNICATIONS OVERVIEW

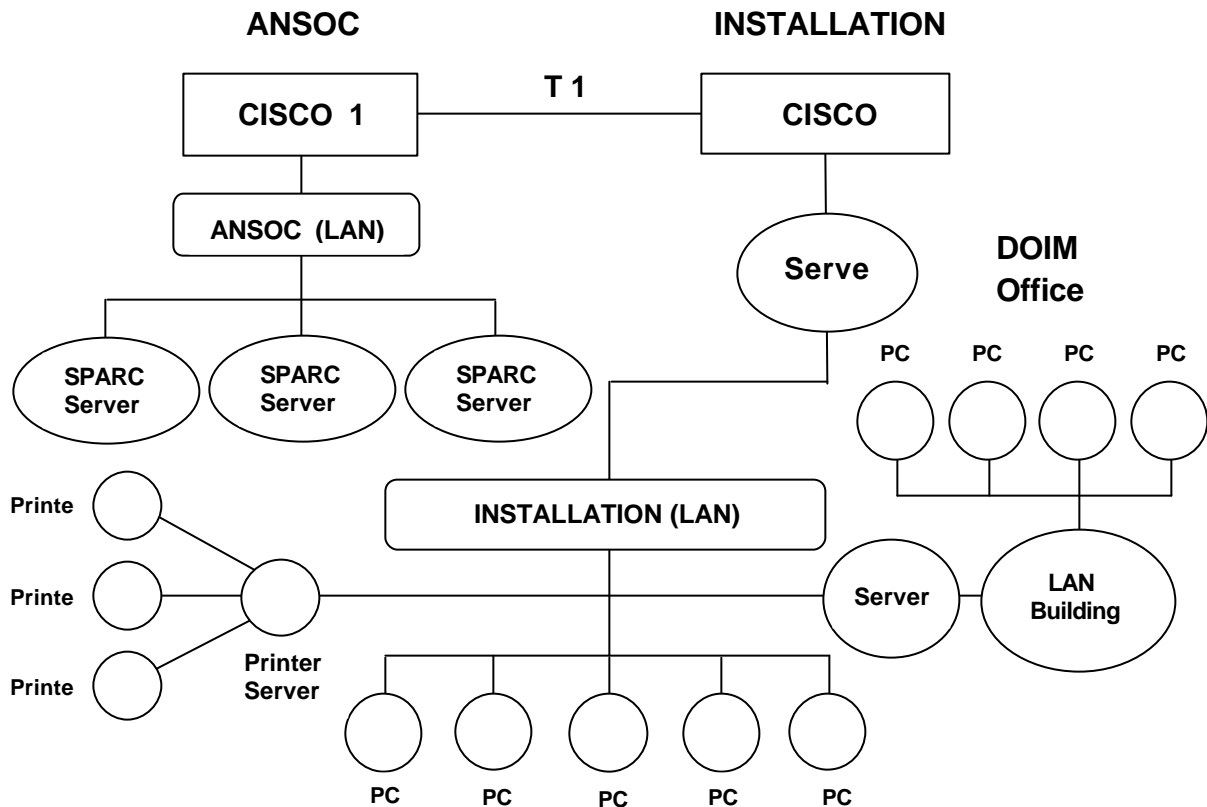


Figure 4.2-1. Communications Overview

The communications network involved within a typical system is shown in Figure 4.2-1.

### 4.3 SECURITY.

The ISM Security Support Plan (SSP), in accordance with AR 380-19, “Information Systems Security (ISS)”, DOD 5200.28-STD and “DOD Trusted Computer System Evaluation Criteria” (TCSEC), categorizes the information processed by OUTPROC as unclassified sensitive-two (US-2). This means that OUTPROC processes unclassified information that must be protected primarily to ensure its availability or integrity. Passwords and access to information in the OUTPROC system, and reports

produced by it, must be protected against improper or accidental disclosure.

Each user is issued a unique login name and password. All access privileges and other authorization elements are associated with the login name. This information is maintained in a login profile for each user, which must not be printed or disclosed.

User identity and authorization to access the information and functions delineated in the login profile are authenticated by the password. User requests for use of an access privilege are automatically denied unless the FA has granted that specific access privilege to the user. Users can be granted access to all the information they are entitled to, (by virtue of formal access approval), and no more.

#### 4.3.1 Physical Safeguards.

Section IV of AR 380-19 specifies physical security objectives and safeguards. At a minimum, equipment will be protected as follows:

- a. Systems that have unclassified files on non-removable media should be in a locked office or building during non-duty hours, or otherwise secured to prevent loss or damage.
- b. Users will log off the computer whenever they leave the area.

#### 4.3.2 Database Access.

Access to view or change OUTPROC data is restricted to users who have at least “connect” permission to the SADB and the ILIDB. Individuals having DBA permission authority can grant any level of permission, such as “connect”, “resource”, or “DBA”, to other users, so access to these user accounts must be strictly controlled.

#### 4.3.3 Installation-Specific applications Menu.

You can configure the Installation-Specific Applications Menu to make any program available, at the discretion of the OUTPROC FA. You must exercise caution in choosing, what programs to make available via this menu and which users have access to it. There is a risk to the security of other systems on the same host as OUTPROC, depending on the specific programs installed.

#### 4.3.4 Beginning OUTPROC Processing.

After successfully logging-in to OUTPROC via the ISM computer, you are ready to begin processing. Upon accessing OUTPROC, a start-up ‘warning’ screen will appear.

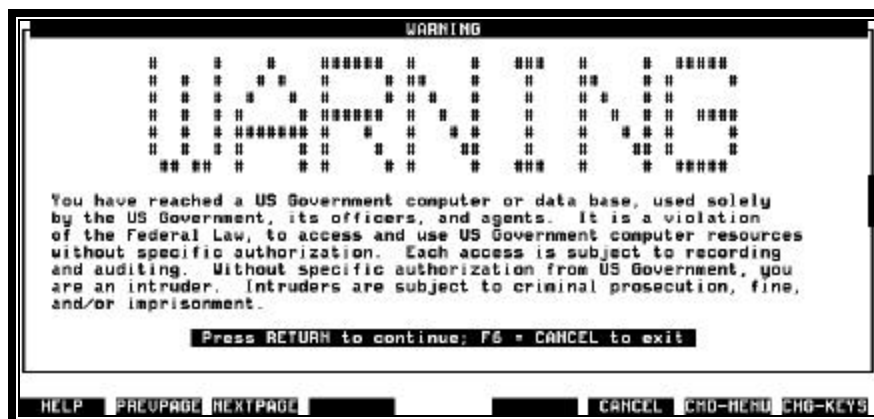


Figure 4.3-1. Federal Warning Screen

- a. To continue, press **<Enter>**. Then, follow the instructions supplied in Section 5, Description of Runs.

- b. To cancel and return to the **{Login:}** prompt, press <F6>. Then, follow the appropriate procedure for disconnecting from the ISM computer.



## 5 DESCRIPTION OF RUNS.

This section describes OUTPROC functional administration procedures. For software user procedures, including ad hoc query, refer to OUTPROC SUM. For installation procedures, refer to the OUTPROC SIP manual. The security profile for each OUTPROC user that is set by the OUTPROC administrator determines which functional areas and procedures a user has access to. This does not normally include administrative or initialization functions. The OUTPROC administrator has access to all functional areas and procedures.

### 5.1 RUN INVENTORY.

OUTPROC administrative procedures are listed below by item being acted up on. The menu path after each procedure indicates the OUTPROC menu path needed to perform the procedure. For information on how to perform procedures, refer to section 1.4.2, Procedural Conventions. For an overall view of all OUTPROC functions, refer to Figure 3.4-1, OUTPROC Hierarchy Diagram.

| <u>Procedure Title</u>                           | <u>Path(s)</u> |
|--------------------------------------------------|----------------|
| Alternate ISM Administrator, Add                 | 7,1,3          |
| Alternate ISM Administrator, Delete              | 7,1,4          |
| Application Printers, Add/Change                 | 7,4,1          |
| Application Printers, Delete                     | 7,4,2          |
| Country Code, Add/Change                         | 7,2,5          |
| ECP/PR, Add/Change                               | 5,3,1 and 6,1  |
| ECP/PR, Delete                                   | 5,3,2 and 6,2  |
| ECP/PR, Submit                                   | 5,3,3 and 6,3  |
| Elements Comments, Add/Change                    | 7,8,2          |
| Exclude Units from Loss Reports                  | 7,2,1          |
| Grant Privilege to Add/Change Work Centers       | 7,1,5          |
| Grant Privilege to Delete Work Centers           | 7,1,6          |
| Grant Privilege to Out-Processing Record Remarks | 7,1,7          |
| Instructions for Clearance Record                | 7,2,2          |
| ISM Data Sheet                                   | 5,4            |
| ISM Transfer List, Add/Change                    | 7,6,3          |
| ISM Transfer List, Delete                        | 7,6,4          |
| Maintain Pre-Initialization Selection            | 7,7            |
| Menu Entries, Add/Change                         | 7,3,1          |
| Menu Entries, Delete                             | 7,3,2          |
| Message                                          | 5,2            |
| Out-Processing Records Remarks, Add/Change       | 7,2,3          |
| Out-Processing Records Remarks, Delete           | 7,2,4          |
| Purge Individual Records                         | 7,5,1          |
| Purge Roster Records                             | 7,5,2          |
| Select Elements to Show                          | 7,8,1          |
| Telephone Support                                | 5,1            |
| Transfer Individual                              | 7,6,2          |
| Transfer Roster Data                             | 7,6,1          |
| User, Add/Change OUTPROC                         | 7,1,1          |
| User, Delete OUTPROC                             | 7,1,2          |
| View Maintain Pre-Initialize List Status         | 7,9,3          |
| View Make UIC List Status                        | 7,9,1          |
| View Purge/Initialize Appointments Status        | 7,9,2          |

After entering the OUTPROC system, the "Master Menu" will appear. This is the menu from which you can access all other menus and screens.

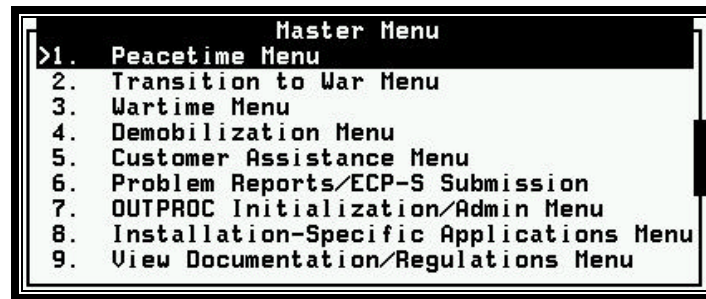


Figure 5.1-1. Master Menu

The “Peacetime Menu” contains the majority of user procedures. For administration procedures, refer to section 5.7 and section 5.8, Installation-Specific Applications Menu.

## 5.2 BACKUP AND RESTORE PROCEDURES.

Both the OUTPROC permanent files and database should be backed up as part of a daily (or more often) routine. This will help ensure continuity of operations if the system fails. A complete backup of OUTPROC must be adequate to resume operations on the same or a similarly equipped machine within a few hours. Similarly equipped means that the operating system, utilities, and RDBMS are installed and that the machines share the same hardware instruction set. There is no backup utility within OUTPROC. Section 7 shows a sample script to perform a backup.

## 5.3 DIAGNOSTIC PROCEDURES.

OUTPROC does not have any diagnostic procedures.

## 5.4 ERROR MESSAGES.

OUTPROC is an interactive system. If you make an error in entering information into a field, an explanatory message appears. This message describes the error and provides corrective procedures. OUTPROC does not use numeric codes unless the error has occurred at the system level or in the operation of the RDBMS. In any case, whenever an error code appears, an explanatory message will also appear along with it.

## 5.5 CUSTOMER ASSISTANCE MENU.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining OUTPROC ISM data. Selection of this menu from the “Master Menu” will display the following menu.

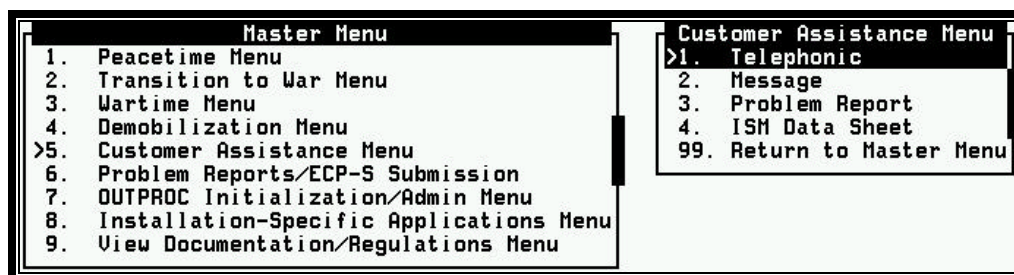


Figure 5.5-1. Customer Assistance Menu

### 5.5.1 Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO).

You can contact this office 24 hours per day seven (7) days per week. When you select this option from the “Customer Assistance Menu”, the following screen will appear:

```

Telephonic
Telephonic Assistance: <DSN 879-6798 <COMM. (520)538-6798
 or 1(800)305-3036
 FAX: <DSN 879-6809 <COMM. (520)538-6809

Be prepared to provide the following information.
- Name of ISM (e.g. PERSLOC, EDHIS, DAMIS, ...)
- Software Developer (if known)
- Person Calling *Name
 *Address (normal mail)
 *E-mail Address
 *Phone Number <Commercial/DSN>
- Organization (Office Symbol)
- AIS Code - SIC Code - DPI Code
- Content of Inquiry or Comments

For specific information on any of the above, select ISM Data
Sheet from the Customer Assistance Menu.

RETURN to continue

```

Figure 5.5-1. Telephonic

Please have the requested information available before the user places the phone call. The information required appears on the screen above. For a more specific information, select “ISM Data Sheet” menu option.

## 5.5.2 Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

## 5.5.3 Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. To get the information you need to report a problem with CIF, select menu item #3 and press <Enter>. The following screen will appear.

```

Problem Report/ECP-S Menu
>1. Add/Change Problem Report/ECP-S
2. View Problem Report/ECP-S
3. Delete Problem Report/ECP-S
4. Submit Problem Report/ECP-S

```

Figure 5.5-1. Problem Report

### 5.5.3.1 Add/Change ECP/PR.

Refer to Section 5.6.1 for more details.

### 5.5.3.2 View ECP/PR.

Refer to Section 5.6.2 for more details.

### 5.5.3.3 Delete ECP/PR.

Refer to Section 5.6.3 for more details.

### 5.5.3.4 Submit ECP/PR.

Refer to Section 5.6.4 for more details.

### 5.5.3.5 ISM Data Sheet.

Use this procedure to display a fact sheet of information about OUTPROC. The “ISM Data Sheet” screen allows you to obtain information on the OUTPROC ISM. To obtain OUTPROC ISM data, select this option from the “Customer Assistance Menu”, and press <Enter>. The “ISM Data Sheet” will appear in two screens as shown.

```

ISM Data Sheet (Page 1 of 2)

1. ADS Code: P15
2. SIC Code: A01
3. ISM Process Supported: 19.5.2

 -supports MILPER submodule through central clearing or
 training points
 -creates/maintains customized outprocessing schedule
 -controls outprocessing actions required
 -creates outprocessing workload statistics
 -generates S.B. Installation Clearance Record (DA Form 137-2)

4. ISM Functional Proponent:
5. ISM SAFF: DCSPER
6. ASD:
7. SDC:

RETURN = NEXT PAGE; F6 = CANCEL

```

Figure 5.5-1. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.

```

ISM Data Sheet (Page 2 of 2)

8. General: This ISM assists the Installation Commander with
Out-Processing losing Military Personnel.
In brief, OUTPROC supports the following:

 - Reporting Pending Losses
 - Tracking of Out-Processing Personnel
 - Scheduling of Out-Processing Personnel

RETURN to continue

```

## 5.6 PROBLEM REPORTS/ECP-S SUBMISSION

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the “Master Menu”, the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it. Selection of this option from the “Master Menu” will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).

```

Problem Report/ECP-S Menu
>1. Add/Change Problem Report/ECP-S
2. View Problem Report/ECP-S
3. Delete Problem Report/ECP-S
4. Submit Problem Report/ECP-S

```

Figure 5.6-1. Problem Reports/ECP-S Submission Menu

### 5.6.1 Add/Change ECP/PR.

Selection of this option from “Add/Change/Delete ECP/PR Menu” will present the following screen.

The screenshot shows a terminal window with the title "ECP-S (DA5005-R) (Page 1 of 4)". The form fields are as follows:

- Originator Number: LA2-A150-144 (with asterisks above the input field)
- Type of Report: ECP-S
- To: \_\_\_\_\_
- From: \_\_\_\_\_
- ATTN: \_\_\_\_\_
- Point of Contact: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Title: \_\_\_\_\_
- Priority: \_\_\_\_\_
- Application/Version: \_\_\_\_\_
- Executive SW Baseline/Version: \_\_\_\_\_
- Problem Date: \_\_\_\_\_
- Job/Cycle/Program ID: \_\_\_\_\_
- Title of Problem/Change: \_\_\_\_\_

At the bottom of the form, it says: F3 = SAVE to continue; F6 = CANCEL

Figure 5.6-1. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing **<F2>** from the **Originator Number** field shows a list of reports previously generated that you can modify.

| Field              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Originator Number: | Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this 'three position' code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu".<br><br>Positions 4-7: DPI code. Use this 'four position' code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code.<br><br>Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R. |
| Type of Report:    | Enter the type of report or press <b>&lt;F2&gt;</b> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| From:              | Enter the Unit Name, Installation Name, and name of person reporting.<br>Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495".                                                                                                                                                                                                                                                                                                                                                                |
| To:                | Enter the name of the organization where you want this ECP-S to be sent.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| ATTN:              | Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Point of Contact:  | Enter the name of the Point of Contact (POC).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Telephone: Enter the telephone number of the POC.

Title: Enter the title of the POC.

Priority: Enter the Priority of the report, or press <F2> for choices.

Application/Version: Enter the name of the application and the version number. Example: "OUTPROC/09.00".

Executive SW Baseline/Version: Enter the user's Executive Software baseline. Example: P15-08.0.

Problem Date: Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.

Job/Cycle/Program ID: Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.

Title of Problem/Change: Enter a short description of the problem. Example: "Unit funds are incorrect". The number of characters available on both lines is 66.

**Note:** If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press <Enter> on the last field of the form.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

ECP-S (DA5005-R) (Page 2 of 4)

Originator Number: LA2-A150-144

Description of Problem/Change:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

| <u>Field</u>                   | <u>Description</u>                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Originator Number:             | This field is populated automatically with the originator number entered on the first page of the form.                                                                                                                                                                                                                                                             |
| Description of Problem/Change: | Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect". The number of characters available is 960. |

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.



ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

| <u>Field</u>                        | <u>Description</u>                                                                                                                                                                             |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Originator Number:                  | This field is populated automatically with the originator number entered on the first page of the form.                                                                                        |
| Effect on User:                     | Enter a description of how the problem impacts on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time". The number of characters available is 420. |
| Recommended Solution/Justification: | Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.                                                            |

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to previous page, press <F8/F4>. Pressing <F3> will display the following screen.

ECP-S - DA Form 5005-R (Page 4 of 4)

| <u>Field</u>       | <u>Description</u>                                                                                         |
|--------------------|------------------------------------------------------------------------------------------------------------|
| Originator Number: | This field is populated automatically with the originator number entered on the first page of the form.    |
| Remarks:           | Enter relevant remarks concerning the problem and its solution. The number of characters available is 900. |

Processing options from screen 4 are as follows:

- SAVE: When you complete the problem report, press <F3> to save it.
- CANCEL: If you decide to cancel the problem report, press <F6>.
- PREV PAGE: To return to the previous page, press <F8/F4>.
- TRANSMIT: If you are ready to transmit the report, press <F8/F3>. This will present the following warning screen before transmitting.



Press <Enter> to submit or <F6> to cancel the transmission request.

- PRINT: To produce a printed copy of the report, press <F8/F1>.

#### 5.6.1.1 Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of:

- ? An AIS code
- ? An unique site identifier
- ? A site sequence number

Environment variables, which are set and exported in the “.strtusrISM” command file in the OUTPROC runtime directory, control the following parameters:

- ? Site sequence number that is generated and incremented automatically.
- ? AISCODE, the identifying code assigned to OUTPROC AIS
- ? DPI Code, a unique four-digit site identifier that is preset in OUTPROC at installation time
- ? ECPDIR, indicates the path where the ECP-S input and output files are stored
- ? ECPDB is the ISM identifier (OUTPROC).

The environment variables allow this procedure to be used with various ISM applications at different sites without changing the procedure itself.

#### 5.6.1.2 Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix “.count”. The filename is the concatenation of the ISM AIS code and the local DPI code. The OUTPROC screen banner includes the software version number, requested on the DA Form 5005-R.

#### 5.6.1.3 Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3, or 4) appended. A directory named by the ECPDIR variable keeps these files.

#### 5.6.1.4 Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with OUTPROC (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using



ASCII characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with “DA Form 5005-R (ECP-S)” and the current date as the subject. The message can be directed to any addressee accessible from the OUTPROC host. The size of the output is about two pages.

### 5.6.1.5 Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

### 5.6.1.6 Restart/Recovery Procedures.

There are no special restart or recovery procedures in case of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

## 5.6.2 View ECP/PR.

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the “Problem Report/ECP-S Menu” shows the following screen.

Figure 5.6-1. View - ECP-S - DA Form 5005-R (Page 1 of 4)

Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.

## ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

View ECP-S (DA5005-R) (Page 3 of 4)

Originator Number: LA2-M350-021

Effect on User:  
None

Recommended Solution/Justification:

F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE

## ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

View ECP-S (DA5005-R) (Page 4 of 4)

Originator Number: LA2-M350-021

Remarks:

F3 = SAVE to end view; F6 = CANCEL; F8/F4 = PREV PAGE  
F8/F1 = PRINT;

## ECP-S - DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select.

Pressing <F3> returns you to the "Problem Report/ECP-S Menu".

### 5.6.3 Delete ECP/PR.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

```

ECP-S (DA5005-R) (Page 1 of 4)
 * *
Originator Number: LA2-A150-144 Type of Report: ECP-S

To: _____ From: _____
ATTN: _____

Point of Contact: _____ Telephone: _____
Title: _____

Priority: _____
Application/Version: _____
Executive SW Baseline/Version: _____
Problem Date: _____

Job/Cycle/Program ID: _____

Title of Problem/Change: _____

 F3 = SAVE to continue; F6 = CANCEL

```

Figure 5.6-1. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.

```

ECP-S (DA5005-R) (Page 2 of 4)
Originator Number: LA2-A150-144
Description of Problem/Change:

```

ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.

|                                                       |  |               |
|-------------------------------------------------------|--|---------------|
| ECP-S (DA5005-R)                                      |  | (Page 3 of 4) |
| Originator Number: <u>LA2-A150-144</u>                |  |               |
| Effect on User:                                       |  |               |
| <br><br><br><br><br><br><br><br><br><br>              |  |               |
| Recommended Solution/Justification:                   |  |               |
| <br><br><br><br><br><br><br><br><br><br>              |  |               |
| F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE |  |               |

ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.

| Delete ECP-S (DA5005-R)                                                 | (Page 4 of 4) |
|-------------------------------------------------------------------------|---------------|
| Originator Number: LA2-M350-021                                         |               |
| Remarks:                                                                |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
|                                                                         |               |
| F3 = SAVE to continue; F6 = CANCEL; F8/F4 = PREV PAGE<br>F8/F1 = PRINT; |               |

ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing **<F3>** will take you to the delete confirmation screen as shown.

```

 DELETE ECP-S/PROBLEM REPORT
 Item(s) selected will be permanently removed from the database

 Do you wish to delete the item(s) selected? _

 F3 = SAVE to commit work; F6 = CANCEL

```

Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

#### 5.6.4 Submit ECP/PR.

This option will allow you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change ECP/PR procedure. Selection of this option from “Add/Change/Delete ECP/PR Menu” will present the following screen.

```

Submit ECP-S Menu
Origin Version Priority Modified Submit

```

Figure 5.6-1. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then an 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.



Press <Enter> to continue.

## 5.7 OUTPROC INITIALIZATION/ADMINISTRATION MENU

This menu gives the FA access to functions used to initialize (set-up) the application and to perform, the system administration functions described in the following paragraphs. Refer to the OUTPROC SIP if you are setting-up OUTPROC at your installation for the first time. Selection of Option #7 from the "Master Menu" provides system administration functions for use during implementation and, as necessary, to accommodate changes and corrections to OUTPROC for an installation. Authorization to the subroutines described in this section may be limited. If you need to perform the following functions and cannot access the functions described in this section, contact your FA. Selection of this menu from the "Master Menu" will display the following screen.



Figure 5.7-1. OUTPROC Initialization/Administration Menu

Highlight your selection and press <Enter>.

### 5.7.1 Security Administration Menu

The FA must set up OUTPROC user accounts with USERIDs and passwords. For each account, the FA can define security and access privileges. Access to these functions is restricted. The FA can add users, change user access privileges, delete users, and add alternate administrators.

Only OUTPROC users that are authorized can access the "Security Administration Menu". Alternate administrators can set-up to perform OUTPROC FA administration functions. To grant a user access to the OUTPROC database and the ILIDB, DBA access is required to both of these databases. To add a user to OUTPROC, the FA must know the valid UNIX system login name.

Initially, each user must be added by the ANSOC as a UNIX system user BEFORE being added by the FA as an OUTPROC user. To do this, the FA submits a list of prospective users to the system administrator at the ANSOC, which creates UNIX user accounts and assigns the login names and passwords. Selection of this menu from the "OUTPROC Initialization/Administration Menu" will present the following screen.



Figure 5.7-1. Security Administration Menu

**5.7.1.1 Add/Change OUTPROC User**

This option allows access privileges for users on the ISM database. A user should automatically have resource permissions to the ISM database. Aside from database privileges, to give a user the ability to add other users to the ISM, the user must be given manual permission and read/write permissions to the ISM directory. Select this function to add a new user to OUTPROC and to grant or change user access to functions.

- a. Adding a user to OUTPROC affects input/output as follows:
  - (1) Each login profile file (“`.profile`”) is modified to add the following lines:
 

```
exec .setupISM
exit
```

The result is that the user immediately runs OUTPROC upon logging in, and is logged-out immediately upon exiting OUTPROC. Refer to the file “`.setupISM`” for more information.
  - (2) Each user is granted “connect” access permission to the OUTPROC database and ILIDB. The Oracle SQL Reference Manual contains details.
  - (3) A record is added to the OUTPROC security table for each functional area that the user is granted access to. These records identify the user and they are examined at run time to grant or deny permission to the functional areas listed below. All the security records for a user are called the user’s “security profile”.
- b. Changing OUTPROC user access modifies the security profile. This means that records are added or deleted, as appropriate, from the security table.

TO ADD A USER OR CHANGE ACCESS INFORMATION--

**STEP 1.** Use Procedure 7,1,1 to display the add/change screen.

Figure 5.7-1. Add/Change OUTPROC User

**STEP 2.** Enter the log-in name (obtained from the ANSOC) and press `<Enter>`. If you entered a log-in name that does not correspond to a valid UNIX system user, an “ERROR - No Such USER!” message will appear.





**STEP 3.** Enter <Y> next to the privileges you want to grant, and <N> next to the privileges you want to deny. (For all new users, the privileges have the default of “N”.)

**STEP 4.** Press <F3> to save the new user or changes and return to the previous screen.

#### 5.7.1.2 Delete OUTPROC User.

This option allows you to delete users from the application. To change information about a user, highlight the “Add/Change OUTPROC User” option and press <Enter>. Select this function to delete a valid user from OUTPROC. Deleting a user from OUTPROC affects input/output as follows:

- a. The user’s login file (“profile”) is modified so that the following command is removed:  

```
exec .setupISM
exit
```

The result is that upon logging in, the user is immediately logged out.
- b. Access permissions to the OUTPROC database and ILIDB are revoked.
- c. Appropriate security profile records are removed from the OUTPROC database.

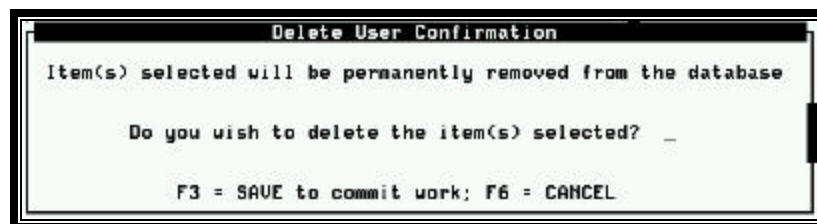
#### TO DELETE A USER--

**STEP 1.** Use Procedure 7,1,2 to display the delete screen.



Figure 5.7-1. Delete OUTPROC User

**STEP 2.** Enter the user log name and press <F3> to delete. The system will display the following ‘delete confirmation’ screen.



Enter <Y> and press <Enter> to delete the record or <N> and press <Enter> to cancel the delete request. Pressing <F6> will also abort the delete request and take you back to “Security Administration Menu”. If you have entered a user log name that does not correspond to a valid UNIX system user, the system will display an error message. Otherwise, the system will delete the user identified. If you attempt to delete someone who is not a user or the ISM administrator, then the system will display an error message screen.

Once you delete a user Log name, then you will not be able to retrieve his name. However, you can add back this user into the database with “Add/Change OUTPROC User”. Once you remove a user, then you must treat this user as a new user in order to regain access to the application.

### 5.7.1.3 Add Alternate Administrator

Select this option from the “Security Administration Menu” to designate users who will have administrator privileges equivalent to the “outproc” login. The system will display the following screen.



Figure 5.7-1. Add Alternate Administrator

This screen requests the logname of the user that you want to grant administration privileges to. Enter a valid user name and Press <F3> when done.

### 5.7.1.4 Delete Alternate Administrator

Select this option from the “Security Administration Menu” to delete the alternate ISM administrator. The system will display the following screen.



Figure 5.7-1. Delete Alternate Administrator

This screen requests the logname of the administrator that you want to delete. Enter a valid user name and press <F3> to continue. The system will ask for confirmation before deletion. Enter <Y> if you want delete or <N> if you do not want to delete and press <Enter>. Pressing <F6> will cancel the delete request.

### 5.7.1.5 Grant Privilege to Add/Change Work Centers

Using this option, you can give a user the ability to change the definition of a work center through the “Work Center Administration Menu”. To grant access, select this option from the “Security Administration Menu”. The system will present the following screen.



Figure 5.7-1. Grant Privilege to Change Work Centers

This screen allows you to grant privileges to individual users who will allow them to change work centers.

Enter the user’s logname at the prompt. The system will display the user’s name. After verifying the user’s name, press <F3> to continue or press <F6> to cancel. Pressing <F3> will display the “Work Center Access Menu” which gives a list of work centers. Press <F2> to mark each work center to which the user should have “change” privileges. A > character is displayed next to each work center that you have marked. To remove an accidental mark, highlight that mark and press <F2> again to remove the > symbol. When you finish marking work centers, press <Enter>.

To mark all of the work centers, press <F8> twice, then press <F1>. Also, while in the “Work Center Access Menu”, you can take advantage of the full marking capabilities that OUTPROC provides by pressing <F8> twice. After pressing <F8> twice, you will see several marking options highlighted in the



function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc.

After the change is made to the database, the Grant Privilege to “Change Work Centers Menu” re-displays for you to assign privileges to another user. Press <F6> to exit this module.

#### 5.7.1.6 Grant Privilege to Add/Delete Work Centers

To give a user the ability to create or remove work center definitions from the system, choose this option from the “Security Administration Menu”. The system shows the following screen.



Figure 5.7-1. Grant Privilege to Add/Delete Work Centers

This screen allows you to grant privileges to individual users and in turn allows them to add or delete work centers. Enter the user’s logname. The system displays the user’s name for verification purposes.

At the ‘Add/Delete Permission’ prompt, enter <Y> (yes) to grant access or <N> (no) to take away access privileges previously assigned. Press <F3> to commit work or <F6> to cancel.

After the change is saved to the database, the “Grant Privilege to Add/Delete Work Centers screen” re-displays for you to assign privileges to another user. Press <F6> to exit this module.

#### 5.7.1.7 Grant Privilege to Out-Process for Work Centers

This module gives you the ability to access the “Work Center Out-Processing Menu”. To grant privilege to in-process for work centers, select from the “Security Administration Menu”. The system will present the following screen.

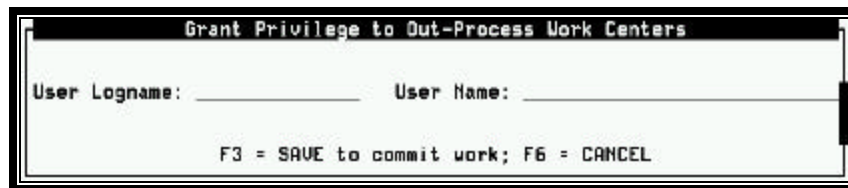


Figure 5.7-1. Grant Privilege to Out-Process for Work Centers

Functions provided to the user through this screen include accessing a work center’s appointment schedule and verifying a soldier’s completion status of Out-Processing requirements for a work center. Enter the user’s logname. The system displays the user’s name. After verifying the user’s name, press <F3> to commit work or press <F6> to cancel.

Next, the “Work Center Access Menu” displays a list of work centers. Press <F2> to mark each work center to which the user should have Out-Processing verification privileges. A > symbol is displayed next to each work center that you have marked. To remove an accidental mark, highlight the marked work center and press <F2> again to remove the > symbol. Also, while in the “Work Center Access Menu”, you can take advantage of the full marking capabilities that OUTPROC provides by pressing <F8> twice. After pressing <F8> twice, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc. When you finish marking the work centers, press <Enter>. After the change has been made to the database, the “Grant Privilege to In-Process for Work Centers” menu re-displays for you to assign privileges to another user. Press <F6> to exit this module.

### 5.7.2 Modify OUTPROC Data Menu

Selection of this menu from the “OUTPROC Initialization/Administration Menu” will present the following screen.

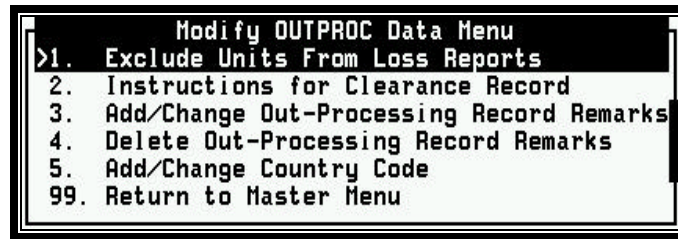


Figure 5.7-1. Modify OUTPROC Data Menu

Highlight your selection and press <Enter>.

This menu provides you with access to menu items that accomplish the following objectives:

- ? Option 1 allows an installation to prevent selected units from appearing on loss reports produced through menu selection 1,1.
- ? Option 2 allows you to compose the instructions that appear on the top of the Installation Clearance Record (produced through menu selections 1,4,7).
- ? Option 3 allows you to compose remarks that may be optionally selected to appear on the bottom of the Installation Clearance Record (produced through menu selections 1,4,7).
- ? Option 4 allows you to remove remarks from the selection menu for the Installation Clearance Record.
- ? Option 5 allows you to add or change the abbreviation codes associated with countries. These codes appear on the <F2>-choices list for the Country field on various menus.

#### 5.7.2.1 Exclude Units from Loss Reports.

Occasionally, you may wish to exclude an entire unit from appearing on a loss report, due to the temporary reassignment of that unit. This module allows you to exclude particular unit(s) from appearing on loss reports produced through menu options 1,1.

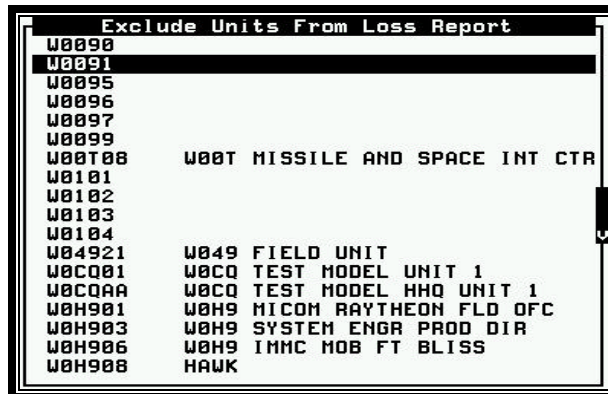
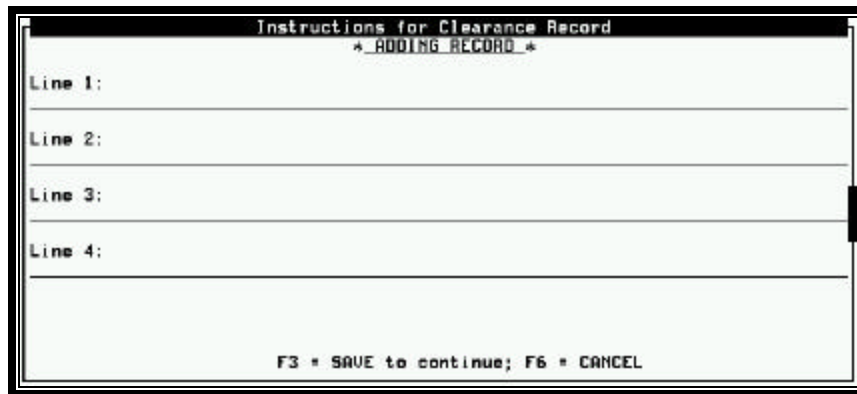


Figure 5.7-1. Exclude Units from Loss Reports

After choosing menu selections 7,2,1, units at an installation are listed. Press <F2> to mark each unit(s) you wish to exclude. Press <Enter> to exclude the marked units from the loss reports or press <F6> to cancel the action.

#### 5.7.2.2 Instructions for Clearance Record.

This option allows you to change the instructions on the Personnel Out-Processing Clearance Record. An installation can customize instructions that appear at the top of the Installation Clearance Record produced through menu selections 1,4,7. Up to four lines of instructions can be entered through this module. To create instructions, choose menu selections 7,2,2 and enact the steps, which follow:



```
Instructions for Clearance Record
← ADDING RECORD →

Line 1:
Line 2:
Line 3:
Line 4:

F3 = SAVE to continue; F6 = CANCEL
```

Figure 5.7-1. Instructions for Clearance Record

Type each line of free-form text, pressing **<Enter>** to advance to the next line. If you don't press **<Enter>** at the end of a line, then the cursor will automatically advance to the next line. But your words will not “wrap” automatically (i.e., half of a word could be at the end of line 1 and the remainder could appear on the beginning of line 2).

To completely replace a line of instructions, move the cursor to the beginning of the line and start typing new instructions. The old instructions are deleted automatically.

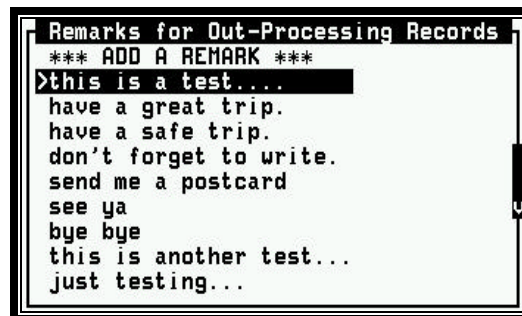
To edit particular word(s), move the cursor to the designated word, and start typing. Press the Escape key, to be in a replace mode. Press the Escape key, to toggle back to insert mode. The Delete and Backspace keys are activated and may be used to remove previously typed text.

Press **<Enter>** to advance through the lines of instructions (and to return to previous lines in a clockwise motion). When you are finished entering instructions, press **<F3>** to save your changes or press **<F6>** to cancel.

### 5.7.2.3 Add/Change Out-Processing Record Remarks.

This option allows you to enter a line of text for the optional remarks that appear on the bottom of the Personnel Out-Processing Record. Remarks created through this module may be optionally selected for print at the bottom of the Installation Clearance Record (produced through menu selections 1,4,5).

To create remarks, choose menu selections 7,2,3 and follow the steps below:



```
Remarks for Out-Processing Records
*** ADD A REMARK ***
>this is a test...
have a great trip.
have a safe trip.
don't forget to write.
send me a postcard
see ya
bye bye
this is another test...
just testing...
```

A browse menu lists remarks already composed and provides an ‘ADD A REMARK’ option. Highlight the remark you want to change or the ADD option then press **<Enter>**.

The Add/Change Out-Processing Remarks screen displays the remark you selected. Compose a new remark or change the one displayed, then press **<F3>** to save your changes. To completely replace a remark, start typing your new remark at the beginning of the line. The old remark is deleted as you type over it. To edit particular words, move the cursor to the word(s), then start typing. To be in replace mode, press the Escape key. To toggle back to insert mode, press Escape again. The Delete and

Backspace keys are active and may be used to remove previously typed text.

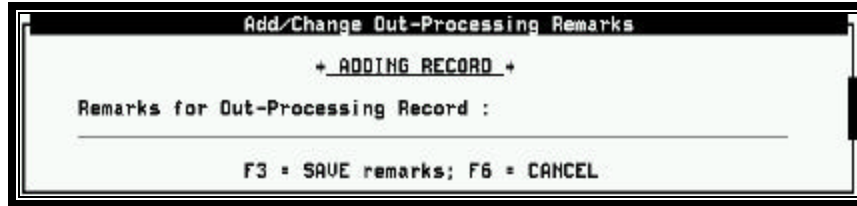


Figure 5.7-1. Add/Change Out-Processing Record Remarks

The Browse menu is redisplayed, reflecting the changes you made. Press <F6> to exit this module when you are finished editing remarks.

#### 5.7.2.4 Delete Out-Processing Record Remarks.

To delete remarks composed through menu selections 7,2,3, choose menu selections 7,2,4 and follow the steps below:

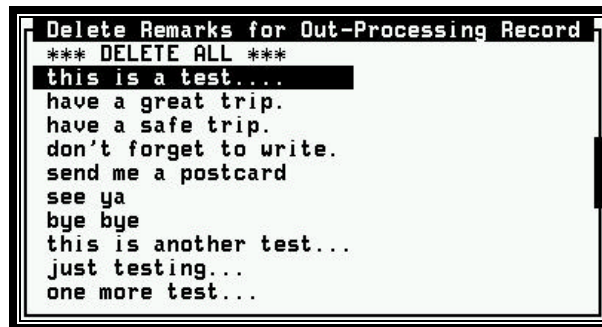
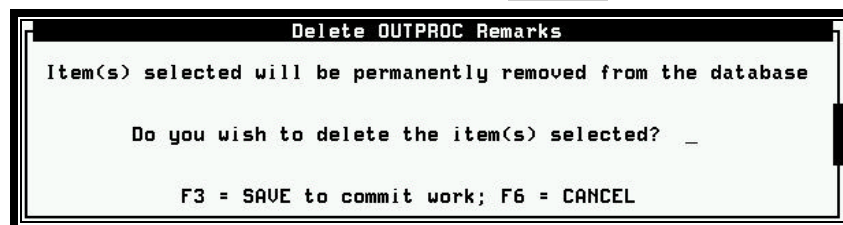


Figure 5.7-1. Delete Out-Processing Record Remarks

A browse menu lists existing remarks and provides a 'DELETE ALL' option. Press <F2> to mark the remark(s) you wish to delete. If you want to delete all remarks, select the 'DELETE ALL' option. A ">" character appears next to each selection. To remove an accidental mark, press <F2> again. When you are finished marking individual remarks for deletion, press <Enter>.



At the confirmation screen, press <Enter> to delete the marked records or press <F6> to cancel the action.

The Browse menu is redisplayed, reflecting the changes you made. Press <F6> to exit this module.

#### 5.7.2.5 Add/Change Country Code

This option allows you to add or change codes associated with countries. When DOD announces a new country in the world community, you can use this module to add or change these countries and their attached codes to the list of available country codes used elsewhere in the application. Abbreviation codes representing countries appear on the <F2> list, for the "Country" field on various menus throughout the OUTPROC application. To add or change a country code, select Option #1 from the "Modify OUTPROC Data Menu". The system shows the following screen.



Figure 5.7-1. Add/Change Country Code

Highlight an existing record to change, or highlight the “ADD A RECORD” function to add a new record to the list, then press **<Enter>**. The following screen will appear.



For adding a new record, enter the code and name of the country at the respective prompts. For an existing record, you can change the country only, not the corresponding code. Press **<F3>** to save your changes or press **<F6>** to cancel. After pressing **<F3>**, the countries' list re-displays and reflects the changes you made. Continue to add/change the countries' list or press **<F6>** to exit this module.

### 5.7.3 Setup Installation-Specific Menu

This menu allows the FA to add or delete items on the Installation-Specific Applications Menu, which contains entry points for various programs that are found at that particular location. Select this menu from the “OUTPROC Initialization/Administration Menu” to display the following screen.



Figure 5.7-1. Setup Installation-Specific Applications Menu

#### 5.7.3.1 Add/Change menu Entries

Use this procedure to add or modify entries on the Installation-Specific Applications Menu. The entries on this menu are stored in a table in the “outprc” database and each entry consists of two parts:

- Descriptive text, consisting of up to 60 alphanumeric characters, that is displayed on the Installation Specific Menu.
- A UNIX shell command, consisting of up to 60 alphanumeric characters, is executed when the corresponding item is selected. This lets the FA add a new menu item or change an existing one.

When you select “Add/Change Menu Entries” the following menu will appear.



Figure 5.7-1. Add/Change Menu Entries



When you select “ADD RECORD” the following screen appears.

The screen will prompt you for the following information.

|                   |                                                                                              |
|-------------------|----------------------------------------------------------------------------------------------|
| <u>Field</u>      | <u>Description</u>                                                                           |
| Item Description: | Enter a description that will be displayed in the “Installation- Specific Application Menu”. |

|               |                                                     |
|---------------|-----------------------------------------------------|
| Command Line: | Enter a full command line that will be run by UNIX. |
|---------------|-----------------------------------------------------|

Press <F3> to add entry in the form or <F6> to cancel the entry and to return to the previous screen.

### 5.7.3.2 Delete Menu Entries

This option allows the DAMIS administrator to delete links to other applications on the UNIX system. When you select “Delete Menu Entries” the following screen appears.

Figure 5.7-1. Delete Menu Entries

To delete a menu item, select that item. The system will prompt for confirmation before the deletion occurs with the screen shown below.

Enter <Y> if you want to delete or <N> if you do not want to delete and press <F3> to delete the item or <F6> to cancel the operation.

### 5.7.4 Peripheral Administration Menu

This menu allows the FA to add, change, or delete printers and other peripherals on the OUTPROC system. In order to add a printer you will need to know how the printer was described to the operating system. The UNIX description will be available from the SA. When you select “Peripheral Administration Menu,” the following screen appears.

Figure 5.7-1. Peripheral Administration Menu

### 5.7.4.1 Add/Change Application Printers

Use this procedure to add or change the definition of a printer available to OUTPROC users. This does not alter the printer configuration or set-up in any way, but must be done to allow the printer to be used from within OUTPROC. Printers must be added to the local network print server, as well as the ANSOC host Print server.

- a. Control Inputs. Only printers that are already defined on the host system can be added to OUTPROC. OUTPROC uses the same designations as the system to refer to printers. Refer to the AIX version 4.1 “System User’s Guide: Operating System and Devices”, for information about how to add printers to the host system.
- b. Management Information. Each printer definition in OUTPROC consists of three parts:
  - (1) Printer name, a 15-character maximum alphanumeric designation used by both the host system and OUTPROC to identify each printer.
  - (2) Printer class, which is different from the system printer class. It is used by OUTPROC to determine what format of output is required/allowed and is selected from a pre-defined list shown below.  
 LASER PRINTER (HP LaserJet III-compatible)  
 DRAFT-80 COLUMN  
 DRAFT-132 COLUMN/COND  
 LABEL PRINTER  
 SLAVE \*  
 \* A user can direct the output from OUTPROC to a printer attached to a PC by selecting the “SLAVE” option on the printer class list. However, slave printers are, by definition, not attached to the local print server or available to other workstations on the network.
  - (3) Printer description: a 60-character maximum alphanumeric comment that OUTPROC associates with the printer to aid in identifying the printer. Should include physical location of printer (such as HP-LaserJet-II+ #1, Room 345, Building. 440).
- c. Input/Output Files. Printer definitions are stored in the printer table in the outproc database (outproc: “outprc”.printer).

**To add a printer**, select Option #1 from the “Peripheral Administration Menu”. The following screen will appear.

| Add/Change Application Printers |                                         |                     |
|---------------------------------|-----------------------------------------|---------------------|
| >*** ADD RECORD                 |                                         |                     |
| 1006d59                         | FORT STEWART - CIF - DOROTHY            | -DRAFT-132 COL/COND |
| 1006d60                         | FORT STEWART - CIF - RECEPTION          | -DRAFT-132 COL/COND |
| 1006d61a                        | FORT STEWART - CIF - ABSTRACT (VALARIE) | -DRAFT-132 COL/COND |
| 1006d61b                        | FORT STEWART - CIF - ABSTRACT (HAMIE)   | -DRAFT-132 COL/COND |
| 1006d62                         | FORT STEWART - CIF - LINDA              | -DRAFT-132 COL/COND |
| 1006159                         | FORT STEWART - CIF - DOROTHY            | -LASER PRINTER      |
| 1006162                         | FORT STEWART - CIF - LINDA              | -LASER PRINTER      |
| 1036d2                          | HUNTER AAF - CIF - RECEPTION            | -DRAFT-132 COL/COND |
| 1036d206                        | HUNTER AAF - CIF - JEAN                 | -DRAFT-132 COL/COND |
| laser                           | LASER PRINTER                           | -LASER PRINTER      |
| pol4374hsd1                     | DOT MATRIX - FRONT COUNTER (RAY)        | -DRAFT-132 COL/COND |
| pol4374hsd2                     | DOT MATRIX - REAR COUNTER (SS)          | -DRAFT-132 COL/COND |
| pol4374vol1                     | LEXMARK LASER                           | -LASER PRINTER      |

Figure 5.7-1. Add/Change Application Printers

Highlight “Add Record” and press **<Enter>** to display the “Add/Change Application Printers” screen as

shown.

Enter the appropriate information for the printer. Press **<F3>** to add the printer information to the database.

#### 5.7.4.2 Delete Application Printers

Use this procedure to delete the definition of a printer made available to OUTPROC via the “Add/Change Application Printer” procedure. This does not alter the printer configuration or setup in any way, but must be done to remove the matching record from the OUTPROC printer table, making that printer unavailable to OUTPROC users.

**To delete a printer**, select Option #2 from the “Peripheral Administration Menu”.

Figure 5.7-1. Delete Application Printers

Enter the printer name to delete and press **<F3>** to delete or **<F6>** to cancel deletion request. The system will ask for confirmation before deleting the printer.

Enter **<Y>** for ‘Yes’ or **<N>** for ‘No’ and press **<Enter>**. Pressing **<F6>** will cancel the delete request.

#### 5.7.5 Purge Records Menu

Using this menu, you can delete outdated records from the database (purge). To display “Purge Records Menu”, highlight Option #5 on the “OUTPROC Initialization/Administration Menu” and press **<Enter>**. This will display a “Purge Records Menu” screen.

Figure 5.7-1. Purge Records Menu

Highlight a desired menu selection and press **<Enter>**.

##### 5.7.5.1 Purge Individual Records



This menu item allows you to purge OUTPROC records for a specified date range. Purged records will be permanently removed from the database. Highlight “Purge Individual Records” from the “Purge Records Menu” and press **<Enter>**. Next, follow the steps below.

```

Purge Individual Records

Purge INPROC Data Before and Including Date _____

F3 = SAVE to PURGE; F6 = CANCEL PURGE

```

Figure 5.7-1. Purge Individual Records

At the date prompt, enter the last date of events that should be purged. For example, if you enter 1995/05/01, all OUTPROC records in the system up through May 1, 1995 will be deleted. Press **<F3>** to purge the selected records or press **<F6>** to cancel the purge request. Pressing **<F3>** will prompt you with a confirmation screen. Enter **<Y>** for Yes or **<N>** for No and press **<Enter>**. The system will display a warning screen. Press **<Enter>** to commence purging. When you finish purging records, press **<F6>** to exit this module.

### 5.7.5.2 Purge Roster Records

This is a complete list of OUTPROC rosters. Highlight each roster you desire to purge. Selection of this option from the “Purge Records Menu”

This is the first screen you see where a current list of rosters is displayed. To mark roster records to purge, use the arrow keys to highlight the desired roster and press **<F2>**. To mark multiple roster records, highlight and press **<F2>** at every roster that you want to purge from the system. The **>** symbol will appear to the left of every roster that you mark. To mark all the rosters, press **<F8>** followed by **<F5>**.

Also, while in this roster list, you can take advantage of the full marking capabilities that OUTPROC provides by pressing **<F8>** twice. After pressing **<F8>** twice, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc.

To unmark marked rosters, highlight the marked roster(s) with the arrow keys and press **<F2>** so that the **>** symbol disappears. After appropriately marking the roster(s) to purge, press **<Enter>**. You will then be brought to a screen that asks you to confirm that you want to delete the marked items.

```

Purge Roster Records

Item(s) selected will be permanently removed from the database

Do you wish to delete the item(s) selected? _

F3 = SAVE to commit work; F6 = CANCEL

```

Enter **<Y>** for Yes or **<N>** for No and press **<F3>**. The system will display a warning screen. Press **<Enter>** to commence purging. When you finish purging records, press **<F6>** to exit this module.

Any marked roster and associated individual will be permanently removed from the database. The purged data will be saved to four files in the HOME directory. These four files of data could be re-inserted into the database using the oracle “LOAD” command. The file, “ip.outproc”, contains outproc data. The file, “ip.ind\_appt”, contains individual appointments data. The file, “ip.ind\_rmrks”, contains individual remarks data. The file, “ip.remarks”, contains remarks data.

### 5.7.6 Transfer Records Menu

The transfer records menu provides functions, which allow you to incorporate data from other systems

into your database. Options under this menu are described below.



Figure 5.7-1. Transfer Records Menu

Select:

- ? Option 1 to transfer roster records to a medium.
- ? Option 2 to transfer data for individuals. From this function, you can incorporate data from another installation such as out-processing data and load it into your database. This function has not been implemented.
- ? Option 3 to Add/Change the receiving list from where you can upload data to your system.
- ? Option 4 to delete data sources from your receiving list.

Highlight one of the options and press **<Enter>**. Or, press **<F6>** to cancel.

#### 5.7.6.1 Transfer Roster Data.

To transfer roster data to a particular installation, select Options 7, 6, and 1 starting from the Master Menu. The first screen you see is the Transfer Roster Data screen as shown on the previous page. Instructions for entering data into this screen are provided below.



Figure 5.7-1. Transfer Roster Data

After you highlight and enter a selection the following screen will appear:

Enter the Transfer Method and Destination on this Form.

#### Field

Transfer Method:

#### Description

Enter the medium with which you want to transfer data to. Press **<F2>** for a list of medium choices. They include: DDN, Q-Tape, 9-Track Tape, and Floppy Disk. Highlight the choice you want with the arrow keys, and press **<Enter>**.



**Destination:** Enter the name of the installation that the roster records are to be transferred to. Press <F2> for a list of installation choices. Highlight an installation from this list with the arrow keys and press <Enter>. If you want to enter an installation that is not on the F2 list, enter it into this field. Then, the next time you enter this function, the F2 list will include your installation addition.

**Address:** Enter a network address in this field. This address is the unique network identifier that you will transfer data to. If it is entered wrong, your data will not be transferred. An address is only required when transferring data to a machine on the Defense Data Network (DDN). If this field is not automatically populated after selecting DDN as the transfer method, you may enter it manually. If you enter an address in this field when any other transfer method is selected besides DDN, you will not be able to transfer the roster records.

Once you have completed entering data into this screen, press <F3> to commence the data transfer. Press <F6> if you choose to cancel.

#### 5.7.6.2 Transfer Individual Data.

This function is not yet implemented.

#### 5.7.6.3 Add/Change Transfer List.

To define a machine and an ISM where you can transfer records from, select Options 7, 6, and 3 starting from the Master Menu. After selecting the appropriate menu options, you will arrive at the Add/Change ISM Transfer screen as shown.



Figure 5.7-1. Add/Change Transfer

To add an option to the list, highlight the \*\*\*Add ISM/Machine\*\*\* option and press <Enter>. You will arrive at the Add/Change ISM Transfer Form as shown on the previous page. At the “ISM” prompt, enter the ISM name that you want to transfer data, from. Next, enter the machine name that you want to transfer data, from. When you have completed, press <F3> to process your request.



If you want to change an ISM and a machine name, highlight the existing name from the Add/Change ISM Transfer list with your arrow keys and press <Enter>. You will arrive at the Add/Change ISM Transfer Form as you would if you were adding a new ISM/Machine Name to the list. Follow the same steps outlined previously. Press <F6> at any time to cancel.

#### 5.7.6.4 Delete ISM Transfer List.

To delete an ISM/Machine from the transfer list, select Options 7, 6, and 4 starting from the Master Menu. The first screen you will see is the Delete ISM Transfer screen. Use your arrow keys to highlight the ISM/Machine you want to delete from the transfer list and press **<Enter>**.



Figure 5.7-1. Delete ISM Transfer List

Next, you are brought to a delete confirmation screen. Here, you press **<Enter>** to complete the deletion or you can press **<F6>** to cancel.



### 5.7.7 Maintain Pre-Initialization Selection.

This function allows you to set up an automated function that downloads records of soldiers due to out-process to the OUTPROC database. The Maintain Pre-Initialization Selection function allows you to create a batch process. A batch process is an automated process run by the computer at regulated times, that you define. By creating this batch process, the computer extracts Social Security Numbers (based on a set of criteria, which you define) from all database tables and puts them into the OUTPROC database table. This method of incorporating records into the OUTPROC database in bulk saves you the effort and time associated with entering records manually.

To create this batch process, select Option 7 from the Master Menu, then Option 7 from the OUTPROC Initialization/Admin Menu. The first step is to define a variety of criteria to determine the types of records you want to incorporate into the OUTPROC database table. The first two criteria are however, pre-defined. First, soldiers that you will be receiving into the OUTPROC database table will not be accepted if the soldier's SSN already exists in the OUTPROC table. Secondly, soldiers to be added to the OUTPROC table will not be accepted if the soldiers are on an out-processing roster. The next criteria are defined by you and are discussed below.

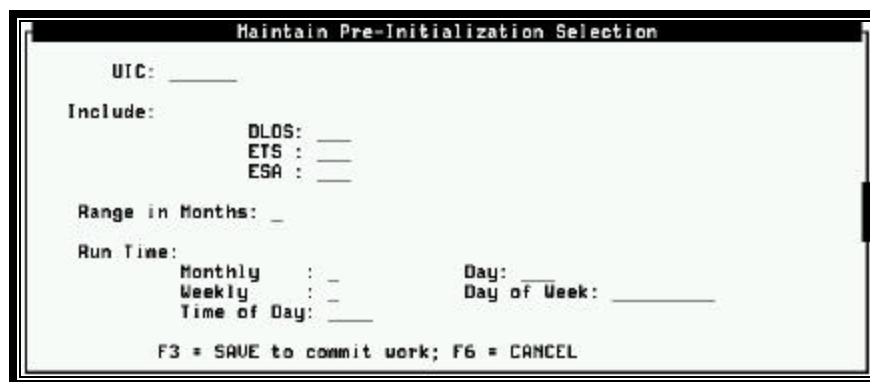


Figure 5.7-1. Maintain Pre-Initialization Selection

| <u>Field</u> | <u>Description</u>                                                                                                                      |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| UIC          | Enter a single Unit Identification Code whose members you want to add to the OUTPROC database table. If you do not want to restrict the |

batch process to just one UIC, press <F2> for a list of UIC choices.

From this list, you can highlight multiple UICs and press <F2> to mark each one for inclusion in the batch process. The > symbol will appear to the left of each UIC to be included in the batch process. To unmark a UIC, press <F2> again so that the > symbol disappears. Also, while in the F2 list, you can take advantage of the custom marking capabilities that OUTPROC provides. While in the F2 choices list, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc. Once you have the UIC marked to your specifications, press <Enter>. If you selected more than one UIC, the “\*” will appear in the UIC field.

#### Include:

##### DLOS/ETS/ESA:

In these fields, select ranks that you want to include and exclude from the batch process. You must enter at least one rank from one of these fields or you cannot produce the batch process. Each of these fields allows you to press <F2> to get a list of ranks.

Every soldier has a DLOS date. You can select from all ranks in the army by pressing <F2> in the DLOS field. Highlight each rank that you want included in the batch process with the arrow keys and press <F2> at each rank to mark them for inclusion into the batch process.

If you want the batch process to include enlisted personnel, select enlisted ranks from the ETS field because ETS signifies a date of departure for enlisted personnel only. While in the ETS field, press <F2> for a list of enlisted ranks. Press <F2> to mark each rank that you want to include in the batch process.

If you want your batch process to add only Officers to the OUTPROC table, you would have to select the specific officer ranks from the ESA field. ESA signifies a date of departure that only applies to officers. If officers do not have an ESA departure date, they are not included in the batch process. Press <F2> to get a list of officer ranks while in the ESA field, and press <F2> to mark each officer rank that you want included in the batch process. Marked ranks have the > symbol showing to their left.

In any of these fields, (DLOS, ESA, ETS), you have the option to custom mark ranks that you want to include in the batch process. After pressing <F2> in any of these fields, you will see some marking options highlighted in the function key squares at the bottom of the screen including MARK ALL, MARK UP, SWAP, ETC. For a full explanation of each of the marking features, please see “Mark” in section 5.2 *Conventions* in the Software User Manual (SUM) of OUTPROC. Once you have appropriately marked the ranks to be included in the batch process, press <Enter>.

##### Range in Months:

Enter the number of months in the future that you want as the **cutoff** point for recorded ETS, ESA, and DLOS dates. Then, the soldier records that are downloaded to the OUTPROC table will be of those whose ESA, ETS, and DLOS dates occur between the current date

and the **cutoff** date. For example: if you enter 3 in this field, all the SSN that you receive into the OUTPROC table will be restricted to soldiers, whose recorded ETS, ESA, and DLOS dates are on or before three months, after the date you run this batch process. Soldiers who have an ETS, ESA, or DLOS date that is beyond three months from the date that this batch process is run will not be loaded into the OUTPROC database table. Press **<F2>** to select a month value between 1 and 9. Use the arrow keys to highlight a number (for the number of months) and press **<Enter>**.

Run Time:

Monthly:

If you want this batch job to run on a monthly basis, enter **<Y>** (yes) in this field.

Weekly:

If you want this batch job to run on a weekly basis, enter **<Y>** (yes) in this field. You will not be able to enter anything in this field if you have entered 'Y' in the **Monthly** field.

Day:

If you selected the batch job to run on a monthly basis, enter a day of the month that you want it to run. Allowable values are 1 through 31. Also you can enter EOM (End of Month) for the batch job to run at the end of the month.

Day of Week:

If you selected the batch job to run on a weekly basis, enter the day of the week you want the batch job to run.

Time of Day:

This is a required data entry field. Enter a time (expressed in hundred hour format) that you want the batch job to run. Consider a time when you know that the computer is under minimal use.

Once you have completed this form, press **<F3>** to activate the batch job. Press **<F6>** if you wish to cancel this form without saving. Pressing **<F3>** will display the following screen.



### 5.7.8 Ad Hoc Query Administration Menu

When you select this menu from the "OUTPROC Initialization/Administration Menu," the following screen will appear.

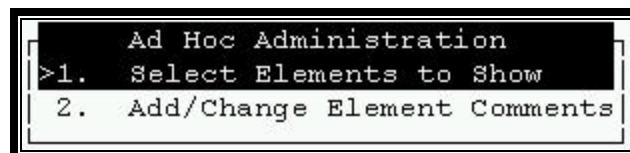




Figure 5.7-1. Ad Hoc Query Administration Menu

### 5.7.8.1 Select Elements to Show

Use this procedure to define which SADB elements shall be made available to users of the Ad Hoc Query utility. When you select this item, an “Elements to Show” screen will appear. It lists available elements and current comments.

| MILITARY PERSONNEL IN-PROCESSING (A07.01 AIX) |                                |
|-----------------------------------------------|--------------------------------|
| Elements to Show                              |                                |
| ACCPD                                         |                                |
| AFAM_AWARD_EL_DT                              | DATE ELIGIBLE FOR MEDAL        |
| APP_VER                                       | THE APPLICATION VERSION NUMBER |
| APT_SCORE_QY                                  | ARMY PERSONNEL-TEST CODE QUANT |
| ARMY_MIL_RANK_AB                              | MILITARY RANK ABBREVIATION     |
| ARMY_MIL_RANK_CD                              | ARMY MILITARY RANK CODE        |
| ARMY_MIL_RANK_DT                              | ARMY MILITARY RANK DATE        |
| AR_ML_RANK_EFF_DT                             | ARMY MIL RANK EFFECTIVE DATE   |
| ASG_ARR_DT                                    | ASSIGNMENT ARRIVAL DATE        |
| ASG_DEPOS_DT                                  | OVERSEAS ASSIG RETURN ELIG DT  |
| ASG_DLOS_DT                                   | ANTICIPATED DATE OF LOSS       |
| ASG_DPRT_DT                                   | ASSIGNMENT DEPARTURE DATE      |
| ASG_DROS_DT                                   | OVERSEAS ASSIGNMENT RETURN DT  |
| ASG_PROJ_ARR_DT                               | PROJECTED ARRIVAL DATE         |
| ATTN                                          |                                |
| AUTH_ASI_CD                                   | AUTHORIZED ADDITIONAL SKILL ID |
| AUTH_IND_NM                                   | AUTHORIZED BY INDIVIDUAL NAME  |
| AUTH_OCC_SPEC                                 | AUTHORIZED OCCUPATIONAL SPCLTY |

F2 = MARK to select; RETURN to commit work; F6 = CANCEL

Figure 5.7-1. Elements to Show

To select elements, highlight desired element(s) and press <F2> to mark. When done marking, press <Enter> to return to the “Ad Hoc Query Administration Menu”.

### 5.7.8.2 Add/Change Element Comments

Use this procedure to change the definitions of elements as they are displayed by Ad Hoc Query. These definitions will appear beside each element name. When you select this item, the following “Elements screen” will be displayed, listing each available SADB element and its current comment.

| Elements          |                                |
|-------------------|--------------------------------|
| ACCPD             |                                |
| AFAM_AWARD_EL_DT  | DATE ELIGIBLE FOR MEDAL        |
| APP_VER           | THE APPLICATION VERSION NUMBER |
| APT_SCORE_QY      | ARMY PERSONNEL-TEST CODE QUANT |
| ARMY_MIL_RANK_AB  | MILITARY RANK ABBREVIATION     |
| ARMY_MIL_RANK_CD  | ARMY MILITARY RANK CODE        |
| ARMY_MIL_RANK_DT  | ARMY MILITARY RANK DATE        |
| AR_ML_RANK_EFF_DT | ARMY MIL RANK EFFECTIVE DATE   |
| ASG_ARR_DT        | ASSIGNMENT ARRIVAL DATE        |
| ASG_DEPOS_DT      | OVERSEAS ASSIG RETURN ELIG DT  |
| ASG_DLOS_DT       | ANTICIPATED DATE OF LOSS       |
| ASG_DPRT_DT       | ASSIGNMENT DEPARTURE DATE      |
| ASG_DROS_DT       | OVERSEAS ASSIGNMENT RETURN DT  |
| ASG_PROJ_ARR_DT   | PROJECTED ARRIVAL DATE         |
| ATTN              |                                |
| AUTH_ASI_CD       | AUTHORIZED ADDITIONAL SKILL ID |
| AUTH_IND_NM       | AUTHORIZED BY INDIVIDUAL NAME  |
| AUTH_OCC_SPEC     | AUTHORIZED OCCUPATIONAL SPCLTY |

F2 = MARK to select; RETURN to Continue; F6 = CANCEL

Highlight the elements that you want to add, or change comments and press <F2> to mark them. After marking the desired element(s), a “Change Element Comment” screen will appear.

Change Element Comment

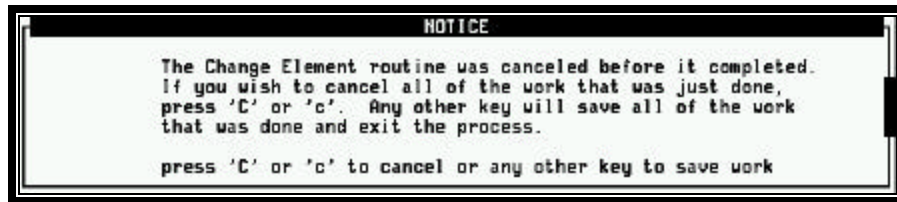
Element: AFAM\_AWARD\_EL\_DT

Comment: DATE ELIGIBLE FOR MEDAL

F3 = SAVE to commit work; F6 = CANCEL

Figure 5.7-1. Add/Change Element Comments

The name of the first element you marked will appear in the Element field. Enter or change the information in the comment field and then press **<F3>** to go on to the next element you marked. If the Change Element routine was canceled before it was completed, then the following message will appear.



When done, the “Ad Hoc Query Administration menu” will re-appear.

**NOTE:** If you have excluded certain elements that are included in previously saved queries those queries will not run.

### 5.7.9 Status on Background and Timed Jobs

This menu allows you to monitor the status of certain automated functions performed by OUTPROC. These automated functions update and purge various parts of the OUTPROC application such as “Unit Identification Code (UIC) Browse Menu” and appointment schedules and skeletons. This menu also allows you to view the daily log of the SSN list status and the database purge log file. To see if these jobs have performed successfully or not, select Option #9 from the “OUTPROC Initialization/Administration Menu”. This will display the following screen.



Figure 5.7-1. Status on Background and Timed Jobs

After reaching the “Status of Background and Timed Jobs Menu”, select Option #1 if you want to see if the UIC list has been successfully updated.

Select:

- ? Option #2 to see if the Purge/Initialize Appointments’ background job has successfully purged historical appointments and if the system has been updated with new appointment skeletons.
- ? Option #3 to see if pre-initialized soldiers for out-processing are properly added to the system.
- ? Option #4 to view the daily creation log of the **<F3>** choices menu for OUTPROC SSNs.
- ? Option #5 to review the log file containing the result of the last several database purge processes run on the site.

A typical reason for unsuccessful system updates is a database error.

#### 5.7.9.1 View Make UIC List Status

To see if the UIC list is properly updated within the OUTPROC application, select Options 7, 9, and 1 starting from the “Master Menu”. After selecting these menu options, you will see a screen detailing a



history of the automated background job that updated the UIC list in the database.

```

1998/03/23 0808 UIC List Generation was successful.

1998/03/19 0743 UIC List Generation was successful.

1998/03/18 1508 UIC List Generation was successful.

1998/03/09 1027 UIC List Generation was successful.

1998/02/27 1312 UIC List Generation was successful.

(EOF)RETURN to continue; h for HELP; q to quit

```

Figure 5.7-1. View Make UIC List Status

Press <q> when you have completed viewing the log, or press <Enter> to view subsequent pages of the log if there are any.

### 5.7.9.2 View Purge/Initialize Appointments Status

Through this option you can view the status on the background process, purge/initialize appointments. It has the last five runs or reports that there are no runs to view. Highlight this option and press <Enter>. To see if appointments and appointment skeletons are properly purged and updated within the OUTPROC application, select this option from the “Status on Background Jobs” menu.

```

1998/03/23 0808 Purge/Init was successful.

1998/03/19 0744 Purge/Init was successful.

1998/03/18 1501 Purge/Init was successful.

1998/03/09 1027 Purge/Init was successful.

1998/02/27 1312 Purge/Init was successful.

(EOF)RETURN to continue; h for HELP; q to quit

```

Figure 5.7-1. View Purge/Initialize Appointments Status

After selecting these options, you will see the screen detailing a history of the automated background job that purges past appointments from the database and updates the system with new appointment skeletons.

Press <q> when you have completed viewing the log, or press <Enter> to view subsequent pages of the log if there are any.

### 5.7.9.3 View Maintain Pre-Initialize List Status.

To see if pre-initialized soldiers for out-processing are automatically updated within the OUTPROC application, select Options 7, 9, and 3 starting from the Master Menu. You will then see a historical record detailing the automatic updates performed by the system.

```

1998/03/27 1149 Maintain Pre-Initialize List job set-up was successful.

1998/03/27 1149 Maintain Pre-Initialize List was unsuccessful.
Could not open temp file.

1998/03/26 1149 Maintain Pre-Initialize List job set-up was successful.

1998/03/26 1149 Maintain Pre-Initialize List was unsuccessful.
Could not open temp file.

1998/03/25 1149 Maintain Pre-Initialize List job set-up was successful.

1998/03/25 1149 Maintain Pre-Initialize List was unsuccessful.
screen 01 of 01 ->: q to quit; h for help

```

Figure 5.7-1. View Maintain Pre-Initialize List Status

Press **<q>** when you have completed viewing the log, or press **<Enter>** to view subsequent pages of the log if there are any.

#### 5.7.9.4 View Make SSN List Status

This option allows you to view the daily creation log of the **<F2>** Choices menu for OUTPROC SSNs. Highlight this option from the “Background on Status and Timed Jobs” menu, and press **<Enter>**. The display shows the following log.

```

1999/09/22 0940 Outproc SSN List Generation was successful.

1999/09/20 1039 Outproc SSN List Generation was successful.

1999/09/17 0853 Outproc SSN List Generation was successful.

```

Figure 5.7-1. View Make SSN List Status

Press **<q>** when you have completed viewing the log, or press **<Enter>** to view subsequent pages of the log if there are any.

#### 5.7.9.5 View Application Records Purge Status

This option allows you to view the log file containing the result of the last several database purge processes that were run on the site. Highlight this option from the “Background on Status and Timed Jobs” menu, and press **<Enter>**. The display shows the following screen.

```

Starting OUTPROC purge process on 1999/08/27 at 2100

User Supplied Purge date was 1994/01/01
Opening database . . . Logged in as outprcl.

Database Record counts Pre-Purge
Table: outproc Total Outproc Recs: 9
Table: ind_workcntr Total Outproc Recs: 275 Soldier Recs 13
Table: ind_appt Total Outproc Recs: 70 Soldier Recs 10
Table: ind_rmrks Total Outproc Recs: 0 Soldier Recs 0

Beginning OUTPROC Database Purge Process

2 Soldiers' records purged successful!

Database Record counts Post-Purge
Table: outproc Total Outproc Recs: 7
Table: ind_workcntr Total Outproc Recs: 229 Soldier Recs 11
Table: ind_appt Total Outproc Recs: 45 Soldier Recs 8
Table: ind_rmrks Total Outproc Recs: 0 Soldier Recs 0

Finished OUTPROC purge process on 1999/08/27 at 2100

```

Figure 5.7-1. View Application Records Purge Status

Press <q> when you have completed viewing the log, or press <Enter> to view subsequent pages of the log if there are any.

## 5.8 INSTALLATION-SPECIFIC APPLICATIONS

These procedures may be defined by the OUTPROC administrator to be any valid UNIX shell command. Access to these procedures is controlled by the OUTPROC administrator using procedure Add/Change OUTPROC User. Selection of this option from the "Master Menu will display the following screen.

```

Installation-Specific Applications Menu
>1. Consolidated Clearance Report
2. shell
3. this is a test

```

Figure 5.8-1. Installation-Specific Applications Menu

## 6 TERMS AND ABBREVIATIONS

| <u>Terms</u>                        | <u>Explanation</u>                                                                                                                                                         |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ad hoc                              | A feature of ISM that permits any user to create special-purpose or customized queries and reports with SQL.                                                               |
| Archive                             | Stored files that will not be used for some time or saving a “snapshot” of a set of files.                                                                                 |
| Case-sensitive                      | Able to distinguish between upper and lower-case letters.                                                                                                                  |
| Login Name                          | The string of characters that identifies each user accounts on the UNIX-based host computer. This same name identifies OUTPROC users. (It is also called the “user name”). |
| Software Tools                      | See “Utility Software”.                                                                                                                                                    |
| Software Unit                       | A program, package, module, or any other convenient grouping of code that may be discussed or documented as a unit.                                                        |
| Utilities                           | Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.                                     |
| Utility Software                    | Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.                                     |
| <u>Abbreviations &amp; Acronyms</u> | <u>Definition</u>                                                                                                                                                          |
| ACSIM                               | Assistant Chief of Staff for Installation Management                                                                                                                       |
| ADD                                 | Army Data Dictionary                                                                                                                                                       |
| ADP                                 | Automated Data Processing                                                                                                                                                  |
| AIS                                 | Automated Information System                                                                                                                                               |
| AISM                                | Automated Information System Manual                                                                                                                                        |
| ANSI                                | American National Standards Institute                                                                                                                                      |
| ANSOC                               | Army Network and Systems Operations Center                                                                                                                                 |
| AR                                  | Army Regulations                                                                                                                                                           |
| ASCII                               | American Standard Code Information Interchange                                                                                                                             |
| BBS                                 | Bulletin Board System                                                                                                                                                      |
| CAO                                 | Customer Assistance Office                                                                                                                                                 |
| CCM                                 | Configuration Control Manual                                                                                                                                               |
| CIF                                 | Central Issue Facility                                                                                                                                                     |
| DA                                  | Department of the Army                                                                                                                                                     |
| DBA                                 | Database Administrator                                                                                                                                                     |
| DBDD                                | Database Design Description                                                                                                                                                |
| DBMS                                | Database Management System                                                                                                                                                 |
| DCSLOG                              | Deputy Chief of Staff for Logistics                                                                                                                                        |
| DCTN                                | Defense Commercial Telecommunications Network                                                                                                                              |
| DIC                                 | Document Identifier Code                                                                                                                                                   |
| DISN                                | Defense Information System Network                                                                                                                                         |
| DOD                                 | Department of Defense                                                                                                                                                      |
| DODAAC                              | Department of Defense Activity Address Code                                                                                                                                |
| DOIM                                | Directors of Information Management                                                                                                                                        |
| DPI                                 | Data Processing Installation                                                                                                                                               |
| DRMO                                | Defense Reutilization and Marketing Office                                                                                                                                 |
| DSN                                 | Defense Switched Network                                                                                                                                                   |
| ECP-S                               | Engineering Change Proposal - Software                                                                                                                                     |

---

|                |                                                                                                         |
|----------------|---------------------------------------------------------------------------------------------------------|
| ESQL .....     | Embedded Structured Query Language                                                                      |
| ETI .....      | Extended Terminal Interface                                                                             |
| ETIP .....     | Extended Terminal Interface Prototype                                                                   |
| FA .....       | Functional Administrator                                                                                |
| FD .....       | Functional Description                                                                                  |
| FOUO .....     | For Official Use Only                                                                                   |
| FP .....       | Functional Proponent                                                                                    |
| FTS .....      | Federal Telecommunications System                                                                       |
| GOSIP .....    | Government Open System Interconnection Profile                                                          |
| IAW .....      | In accordance with                                                                                      |
| IITS .....     | Installation Information Transport System                                                               |
| ILIDB .....    | Installation Level Integrated Database                                                                  |
| ISM .....      | Installation Support Module                                                                             |
| ITP .....      | Installation Transition Processing                                                                      |
| ISS .....      | Information Systems Security                                                                            |
| LAN .....      | Local Area Network                                                                                      |
| LIN .....      | Line Item Number                                                                                        |
| MACOM .....    | Major Army Command                                                                                      |
| MAIS .....     | Major Automated Information System                                                                      |
| NCSA .....     | National Center for Supercomputing Applications                                                         |
| NIC .....      | Network interface card                                                                                  |
| NSN .....      | National Stock Number                                                                                   |
| OCIE .....     | Organizational Clothing and Individual Equipment                                                        |
| ODISC4 .....   | Office of the Directorate of Information Systems for Command,<br>Control, Communications, and Computers |
| OS .....       | Operating System                                                                                        |
| OSE .....      | Open System Environment                                                                                 |
| PAM .....      | Pamphlet                                                                                                |
| PC .....       | Personal Computer                                                                                       |
| PCS .....      | Permanent Change of Station                                                                             |
| POC .....      | Point of Contact                                                                                        |
| POSIX .....    | Portable Operating System Interface for Computer Environments                                           |
| PR .....       | Problem Report                                                                                          |
| QPBS .....     | Quantity Possessed by Soldier                                                                           |
| RDMS .....     | Relational Database Management System                                                                   |
| SA .....       | System Administrator                                                                                    |
| SADB .....     | Subject Area Database                                                                                   |
| SAFP .....     | Subject Area Functional Proponent                                                                       |
| SCOM .....     | Software Center Operator Manual                                                                         |
| SD .....       | System Developer                                                                                        |
| SDC-W .....    | Software Development Center-Washington DC.                                                              |
| SIC .....      | System Identification Code                                                                              |
| SIDPERS .....  | Standard Installation/Division Personnel System                                                         |
| SIP .....      | Software Installation Plan                                                                              |
| SMC .....      | Small Multi-user Computer                                                                               |
| SPS .....      | Software Product Specification                                                                          |
| SQL .....      | Structured Query Language                                                                               |
| SSA .....      | Supply Support Authority                                                                                |
| SSAN,SSN ..... | Social Security Account Number, Social Security Number                                                  |
| SSP .....      | Security Support Plan                                                                                   |

---

|                 |                                                                               |
|-----------------|-------------------------------------------------------------------------------|
| STAMIS .....    | Standard Army Management Information Systems                                  |
| STARS .....     | Status Tracking and Reporting System                                          |
| STRAP .....     | Structured Requirement Analysis Planning                                      |
| SUM .....       | Software User Manual                                                          |
| TCSEC .....     | Trusted Computer System Evaluation Criteria                                   |
| UIC .....       | Unit Identification Code                                                      |
| UNCLAS .....    | Unclassified                                                                  |
| USAISDC-W ..... | U.S. Army Information Systems Software Development Center -<br>Washington DC. |
| USAISEC .....   | US Army Information System Engineers Command                                  |
| US-2 .....      | Unclassified Sensitive-Two                                                    |
| VDT .....       | Video Display Terminal                                                        |

## 7 SAMPLE BACKUP SCRIPT

```

#!/bin/sh
backup : sample of script to backup the OUTPROC ISM
TAPEDEV=/dev/null
You must change TAPEDEV to the local pathname of a tape drive.
For example on the AT&T 3B2: TAPEDEV=/dev/rSA/9track1
If you don't have a tape drive you can create the archive in a file.
Set TAPEDEV to the pathname of file, for example "/usr2/outprc.cpio".
Be sure that you do this on a file system that a) has enough free blocks to contain the entire archive and
b) is writable by login ID OUTPROC.
Use of "compress" or another adaptive file compression method on the result is highly recommended if possible.
#
message below can be seriously shortened
#
echo "This backup program is intended is to backup (almost) everything needed to restore OUTPROC to operation
on the same/other system in the event of a system failure. Only the password file and individual user directory files
are not stored.
Restoring is somewhat tricky and complicated since it depends on how the system failure occurred. If you need
assistance with a restore or think you do please contact someone. Backup does not restore.
Before running backup, use a text editor to set the value of \"TAPEDEV\" to a value appropriate for your system.
Currently TAPEDEV=\"\$TAPEDEV\".
In order to run backup you must
 1) Login as someone other than a OUTPROC user.
 2) Switch user to login ID \"outprc\".
 su outprc (note: no \"-\" argument to su!)
 3) Change directory to home directory for OUTPROC.
 4) Insure no ISM users are logged in. This insures that neither the OUTPROC database or the ILIDB are in
 use.
 5) if archiving to tape, mount a writable tape.
 6) run \"backup\". That means type:
 ./backup
Are you ready to continue? This means that steps 1-5 are complete [Y/N] \c\"
read ans
if test -z \"$ans\"
then
 echo \"no backup done\"
 exit
elif test \"$ans\" != \"Y\"
then
 echo \"no backup done\"
 exit
fi
#
First make backups using \"dbexport\" of the SADB and the ILIDB
DBLIST=\" ilidb\"
for db in $DBLIST
do
 rm -rf $db.old # remove old backup
 mv $db.exp $db.old # make current backup previous
 rm -f dbexport.out # scratch old transcript file, if any
 dbexport $db -q # quiet export;
 if test $? -ne 0
 then
 echo \"export of $db failed\"
 echo \"backup not done\"
 exit
 fi
 mv dbexport.out $db.exp # save transcript with export files
done

```

```
create a cpio archive file
find . -print | sort | cpio -ocv > $TAPEDEV
if test $? -ne 0
then
 echo "cpio $db failed"
 echo "backup not complete"
else
 echo "backup complete"
```